



WASHINGTON STATE FIRE SERVICES RESOURCE MOBILIZATION PLAN

Developed by:

Washington State Fire Defense Committee
Washington State Fire Marshal's Office

Approved by:

Washington State Fire Protection Policy Board
Chief John R. Batiste, Washington State Patrol



Washington State Fire Services Resource Mobilization Plan

Compiled and published by:

**Washington State Fire Marshal's Office
PO Box 42600
Olympia WA 98504
(360) 753-0498**

**Christine Gregoire
Governor**

**John Batiste
Chief, Washington State Patrol**

**Michael Matlick
State Fire Marshal**

With the advice and consent of:

**The Washington State Fire Defense Committee
Fire Protection Policy Board
Department of Natural Resources**



STATE OF WASHINGTON
WASHINGTON STATE PATROL

General Administration Building • PO Box 42600 • Olympia, WA 98504-2600 • (360) 596-4000 • www.wsp.wa.gov

May 1, 2009

Dear State Fire Mobilization Participants,

The Washington State Fire Services Resource Mobilization Plan has undergone continual change since the first plan was completed by the Washington State Fire Defense Committee (SFDC) prior to the Chelan Fire Storm in 1994. The 2009 Mobilization Plan includes several changes:

- Roles and responsibilities of the agency administrator are clarified.
- Guidelines for Type 3 Incident Management Teams are improved.
- Complies with the International Fire Chiefs Intrastate Mutual Aid Plans Program.

Each year, through a variety of issues and discussions, along with reviewing lessons learned, these needed changes have been implemented. Through evolution, the SFDC has ensured this all-risk plan continues to be a vital, living document. The members of the SFDC are to be commended for a job well done.

The citizens of the state of Washington benefit greatly when fire service resources can be mobilized from around the state in a coordinated effort responding to all types of disasters.

Your participation and continued support of the Mobilization Plan are greatly appreciated.

Sincerely,

A handwritten signature in blue ink that reads "John R. Batiste".

CHIEF JOHN R. BATISTE



Washington State Fire Defense Committee

April 1, 2009

Mr. T. J. Nedrow, Chair
Washington State Fire Protection Policy Board

Dear Chair Nedrow,

Mailing Address:

DAVE LAFAVE
% COWLITZ COUNTY FIRE DISTRICT # 2
701 VINE STREET
KELSO WA 98626
PHONE (360) 578-5218

DAN SMITH – VICE CHAIR
% NORTH KITSAP FIRE AND RESCUE
26642 MILLER BAY ROAD NE
KINGSTON, WA 98346
PHONE (360) 297-3619

CENTRAL REGION
Grays Harbor, Pacific, Thurston, Lewis

LOWER COLUMBIA REGION
Kittitas, Yakima, Klickitat

MID-COLUMBIA REGION
Okanogan, Chelan, Douglas,
Grant, Adams

NORTHEAST REGION
Ferry, Stevens, Pend Oreille,
Lincoln, Spokane, Whitman

NORTHWEST REGION
Whatcom, Skagit, Snohomish,
Island, San Juan

OLYMPIC REGION
Clallam, Jefferson

SOUTH PUGET SOUND REGION
King, Pierce, Kitsap, Mason

SOUTHEAST REGION
Benton, Franklin, Walla Walla,
Columbia, Garfield, Asotin

SOUTHWEST REGION
Wahkiakum, Cowlitz, Clark, Skamania

FIRE PROTECTION BUREAU
WASHINGTON STATE PATROL

RESOURCE PROTECTION DIVISION
DEPARTMENT OF NATURAL RESOURCES

Enclosed is the proposed 2009 revision of the *Washington State Fire Services Resources Mobilization Plan*. It is intended that this revision will be presented to the Washington State Fire Protection Policy Board for consideration at the workshop meeting scheduled for 9 a.m. on April 22, 2009 and for approval at the regular meeting following the workshop. I will be attending both meetings to make the formal presentation and respond to any questions you may have.

This is the ninth full revision of the *Plan* since it was first published in 1994. The Fire Defense Committee has meticulously reviewed and revised each section to provide clarity to the provisions of the *Plan*, streamline its procedures, and ensure efficiency and accountability of resources mobilized. This revision encompasses the recommendations and changes derived from After Action Reports and the Regional Coordinator's comments from the various mobilizations over the two years.

This *Plan* remains a dynamic document that is continually being revised. Your approval assures an effective and efficient response of fire service resources across the state whenever a request for *Mobilization* is received.

The Fire Defense Committee is sincerely appreciative of the support and encouragement given by the Washington State Fire Protection Policy Board and the partnership with the Mobilization Section of the Fire Protection Bureau of the Washington State Patrol. Together, we have a successful plan that benefits the citizens of the State of Washington.

I am extremely proud of this document and look forward to presenting this final draft to the Board for approval.

Sincerely,

/s/
Dave LaFave
Chair, Washington State Fire Defense Committee

Table of Contents

2009 Version - Mobilization Plan

Letter from Chief Batiste

Letter from Fire Defense Committee

Table of Contents	i
Distribution	iii
Suggestion Form	iv
Record of Revisions	v
Section 1: Introduction	1
Section 2: Authority	3
Section 3: Purpose	5
Section 4: State Fire Resources Mobilization Stages and Responsibilities	7
Section 5: Mutual Aid Requirements	9
Section 6: Requesting State Mobilization*	11
Section 7: Roles and Responsibilities – Local Jurisdictions	15
Section 8: Roles and Responsibilities – Fire Defense Regions*	19
Section 9: Roles and Responsibilities – State, Federal Agencies and Affiliates	21
Section 10: Incident Command/Management	25
Section 11: Type 3 Incident Management Teams*	31
Section 12: Specialized Response	39
Section 13: Incident Conduct	41
Section 14: Resource Configuration*	43
Section 15: Resource Statususing*	55
Section 16: Compensation Principles	57
Section 17: Personnel Compensation*	61
Section 18: Apparatus Compensation*	69

* Updated June 2011

**Updated June 2012

This Page Intentionally Left Blank

Table of Contents

2009 Version - Mobilization Plan

Section 19: Other Mobilization Costs*	75
Section 20: Reimbursement of Cost Incurred – Personal Injury.....	77
Section 21: Claims/Appeals/Audit*	81
Section 22: Liability Coverage	85
Section 23: Administrative and Future Development	87
Appendix A: Fire Defense Committee Bylaws, Membership, Map & Past Members**	
Appendix B: RCW 43.43 State Fire Services Mobilization*	
Appendix C: Definitions*	
Appendix D: Delegation of Authority/Transfer of Command	
Appendix E: Mobilization Awareness Training	
Appendix F: Regional Plans Review and Update Schedule	
Appendix G: Incident Management Teams*	
Appendix H: Comparison of benefits; L&I vs. Board of Volunteer Firefighters	
Appendix I: Mobilization Team Leader Guide	
Appendix J: Compensation of Full Time FLSA – Exempt Personnel	
Appendix K: Recommended Travel Kit	
Appendix L: Communications	
Appendix M: Forms**	
Appendix N: Washington Fire Chiefs Association 2012 Rates Schedule**	
Appendix O: Recommended Minimum Equipment	
Appendix P: Relationship between WSP and Agency Administrator	



Washington State Fire Services Resource Mobilization Plan

2009 Version - Mobilization Plan

This Page Intentionally Left Blank

This Washington State Fire Services Resource Mobilization Plan will be distributed to all participating state agencies, local fire agencies, local emergency management agencies, county sheriffs, and public safety answering points.

This Mobilization Plan will be available on the Washington State Patrol's Emergency Mobilization Sections website, <http://www.wsp.wa.gov>.

This Page Intentionally Left Blank

Suggestions to Improve the Mobilization Plan

2009 Version – Mobilization Plan

Dear Mobilization Plan Reader:

If you have suggestions to change any portion of this Mobilization Plan, please complete all of the requested information and attach marked up copies of the Mobilization Plan to this sheet. Be sure to check the page location for each of your recommended changes and other suggestions or comments in the space provided, adding extra sheets as necessary. Thank you for your suggestions. Mail the completed form to:

Washington State Patrol
Mobilization Section
PO Box 42600
Olympia WA 98504-2600

Name: _____ Title: _____

Agency: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Section: _____ Appendices: _____ Page #: _____ Paragraph: _____

Suggestions or Comments:

This Page Intentionally Left Blank

Record of Revisions

2009 Version - Mobilization Plan Update

Change #	Date	Contents of Change	Initials

This Page Intentionally Left Blank

2009 Version - Mobilization Plan

The Washington State Fire Services Resource Mobilization Plan, herein referred to as the Plan, provides a mechanism for fire service resources to respond to fires, disasters, or other events that meet the intent of the Mobilization Plan Legislation (**RCW 43.43.961**).

The Plan was formalized in 1993 after the 1991 Spokane “Firestorm”. Since its inception it has become a living document, with this being the ninth update completed. Each update is a result of lessons learned by the fire service involvement primarily in wildland/urban interface fires.

The Plan utilizes primarily fire service resources within Washington State; however, resources such as a Washington State Integrated Incident Management Team can be used for the management of an incident.

This Page Intentionally Left Blank

2009 Version - Mobilization Plan

The Plan is developed in support of **Title 43.43 RCW**, State Fire Service Mobilization. The following statutes seek (or address) consistency in implementation:

- ❑ **Title 38.52 RCW**, governing Emergency Management;

Assists in:

- State Emergency Operations Center activation
- Mobilization of Military assets
- Mobilization of other resources

- ❑ **Title 43.43 RCW**, governing the Washington State Patrol (WSP);

By statute:

- Authorize mobilizations
- Locates, tracks and dispatches resources to an incident
- Provides a reimbursement mechanism

- ❑ **Title 76.04 RCW**, governing the Department of Natural Resources (DNR);

Authority to protect lands under DNR authority:

- Use as mutual aid partner

- ❑ **Title 35 RCW**, governing cities and towns;

- ❑ **Title 52 RCW**, governing fire protection districts.

Additionally, the Plan meets the prescribed criteria and is consistent with the International Fire Chiefs Association Intrastate Mutual Aid Plan.

This Page Intentionally Left Blank

2009 Version - Mobilization Plan

The purpose of the Plan is to provide a process to quickly notify, assemble, and deploy fire service personnel and equipment to any local fire jurisdiction in the state that has expended or will expend all available local and mutual aid resources in attempting to manage fires, disasters or other events that jeopardize the ability of a jurisdiction and/or region to provide for the protection of life and property.

The Plan is “all risk”, i.e., it is to be used to provide fire service resources in Washington State for fires, disasters, or other events where they are needed to protect life and property.

The Plan:

- Describes the state and regional organizations, the resources, and the process for the mobilization of resources in Washington State in response to fires, disasters, or other events that have exceeded the capabilities or capacity of local and mutual aid fire service resources.
- Serves as an educational tool for all fire service and other emergency response personnel to familiarize them with the state and regional fire service resources mobilization system.
- Sets forth the procedures providing reimbursement to the Washington Fire Service for eligible costs incurred while mobilized.

History of the Plan:

In 1992, in the wake of the October 1991 Spokane Fire Storm, the Washington State Legislature directed the creation of a Washington State Fire Services Resource Mobilization Plan. The State Fire Defense Board (now the State Fire Defense Committee of the State Fire Protection Policy Board) was formed with representatives from nine regions across the state to develop and recommend adoption of the Plan to the State Fire Protection Policy Board for inclusion in the state Comprehensive Emergency Management Plan (CEMP). This Plan is an appendix to ESF-4 (Firefighting) of the CEMP.

The first formal adoption and approval of the Plan was completed in July 1994, only a few days before the major mobilization to Chelan County for the Tyee and Leavenworth Fire Complexes. The Plan proved effective in meeting the operational and financial demands of the Chelan County mobilization (which also brought to light needed changes in the Plan).

The Fire Defense Committee continues today with members from the Washington Department of Natural Resources, Washington State Patrol, Washington Emergency Management and the Washington Fire Service.

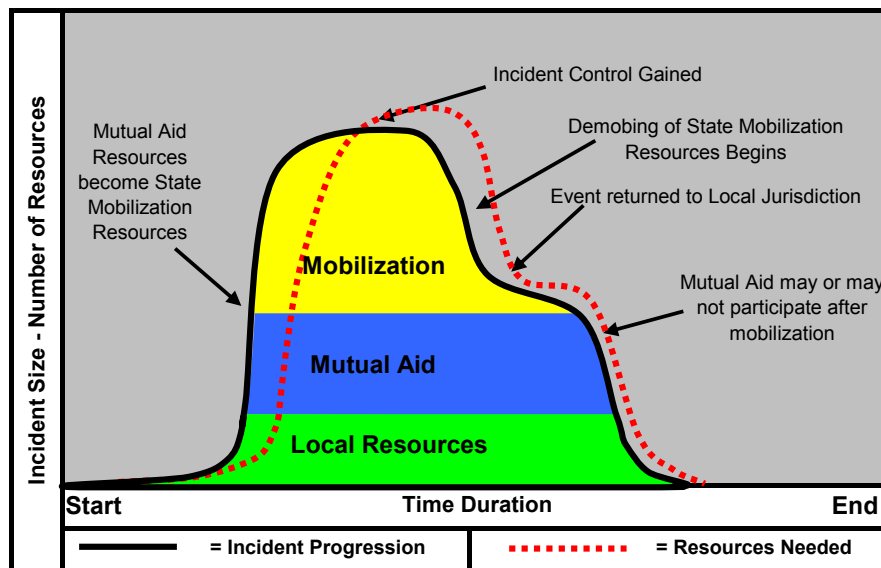
This Page Intentionally Left Blank

Section 4 Mobilization Stages and Responsibilities

2009 Version - Mobilization Plan

The graph below reflects a developing incident starting with:

- Local Jurisdiction Response.
- Mutual Aid Resource Response.
- State Mobilization Resource Response, Incident Control Gained.
- Demobilization and Return of Incident to Local Jurisdiction.



The local jurisdiction responds utilizing Local Resources (Green). This jurisdiction will remain involved in the event through its duration, regardless of its magnitude. If the event is within the capabilities of the local jurisdiction, it will be handled by that jurisdiction exclusively. **Section 7 Roles and Responsibilities – Local Jurisdictions**

Mutual aid is invoked when a local jurisdiction cannot contain or control an incident using its own resources. Mutual aid resources (Blue) will augment the local jurisdiction according to mutual aid agreements. **Section 5 Mutual Aid**

In most situations, mutual aid resources when combined with the other local assets can achieve incident stabilization and control. If the event overwhelms available local and mutual aid resources, mobilization can be requested. **Section 6 Requesting State Mobilization**

When authorized State Mobilization (Yellow), represents the mobilization of fire service resources across the state. Once approved, all local and mutual aid resources utilized at the incident become part of the mobilization process and are reimbursed as a result of State Mobilization. **Sections 7, 8, 9; Roles and Responsibilities, Local Jurisdictions, Fire Defense Regions and State Agencies**

This Page Intentionally Left Blank

The Plan provides for State Mobilization when a local fire jurisdiction and/or region has expended or will expend, all available local and mutual aid resources in attempting to manage fires, disasters, or other events that jeopardize the ability of a jurisdiction and/or region to provide for the protection of life and property.

State mobilization is not a replacement for local mutual aid.

Mutual aid agreements provide for rapid assistance from neighboring fire jurisdictions to meet the immediate requirements of an emergency situation demanding resources beyond those available from the local jurisdiction. Rapid intervention by mutual aid resources can secure control over an emergency incident that may otherwise continue to escalate.

Mutual aid is an essential element of local fire protection.

- All local fire protection jurisdictions are encouraged to participate in mutual aid agreements.
- Regional mutual aid agreements are encouraged.
- At a minimum, mutual aid agreements should encompass all adjacent fire jurisdictions, including those in other counties, regions, or states as applicable.

Provisions of Statute

“Mobilization” means that fire-fighting resources beyond those available through existing agreements will be requested and, when available, sent in response to an emergency or disaster situation that has exceeded the capabilities of available local resources. During a large-scale emergency, mobilization includes the redistribution of regional or statewide fire fighting resources to either direct emergency incident assignments or to assignment in communities where fire-fighting resources are needed. (**RCW 43.43.960**; emphasis added)

- **“Assignment in communities where fire fighting resources are needed”**
“Assignment in communities where fire fighting resources are needed” is a provision intended to allow for area or regional redistribution of resources to maintain minimum community fire protection and optimal utilization of local and regional resources at the emergency incident (taking advantage of local apparatus capabilities, local personnel training and experience, and local community resource commitment.) An Incident Commander, Area Commander, or State Fire Marshal may assign available mobilized resources to achieve basic minimum local fire protection in communities that are under-protected because of their deep commitment of resources to the major emergency incident(s). The concept is one of wider and deeper move-up of fire resources, and by doing this, resources are assigned as required to both incident and coverage needs. This provision is not to be construed as authorization for backfill apparatus except as it may make critical or specially qualified resources available for mobilization.
- This Plan is intended to serve as a written Statewide Mutual Aid Plan, which allows for reimbursement and compensation of responding jurisdictions anytime mobilization is authorized.

This Page Intentionally Left Blank

Section 6 Requesting State Mobilization

2009 Version - Mobilization Plan (Updated June 2011)

Authority to Request State Fire Resources Mobilization

Only the Fire Chief of the local fire protection jurisdiction or fire chief's authorized representative has the authority to request state fire services resource Mobilization. The request shall be processed as specified in the Regional Plans.

Question: *Can an Incident Commander of an Incident Management Team make a request for Mobilization if acting under a signed delegation of authority?*

Answer: *No, the Incident Commander would still need to work with the Fire Chief of the local fire protection district or fire chief's authorized representative to make this decision and the request.*

Conditions for Requesting State Fire Resources Mobilization

State mobilization can be requested when a local fire jurisdiction has expended or will expend all available:

- Local resources
- Mutual aid resources
- If a special resource is needed (trench rescue unit) and is not available through existing mutual aid agreements, this may be an extenuating circumstance where mutual aid has been exhausted without having a response. This would be reviewed on a case by case basis.
- And agrees to comply with provisions of the Washington State Fire Services Resource Mobilization Plan

When attempting to manage fires, disasters or other events that jeopardize the ability to provide for the protection of life and property. Provided that:

- The fires, disaster or other event is within a local jurisdiction boundary, or
- Imminently threatening the jurisdiction, and
- Identified trigger points (see definitions section) are established and reached

Regional Fire Defense Plans shall provide for incident and resource situation and status tracking to assure that the Regional Fire Resource Coordinator is aware of developing situations.

Question: *If a fire is burning on lands protected by the Department of Natural Resources or a federally protected property can Mobilization be requested?*

Answer: *No, not unless the fire is threatening a local fire jurisdiction. Mobilization could only be authorized once the local jurisdiction's resources are expended and other pre-identified trigger points are met.*

Incident Complexity Analysis

Every request for mobilization will need to include a completed Incident Complexity Analysis. This will aid in determining the type of incident management team to send.

When Request May Be Denied

Request for Mobilization may be denied if the Chief of the Washington State Patrol, in consultation with the State Fire Marshal, Regional Coordinator or Chair of the Fire Defense Committee, determines:

1. The local fire chief has not exhausted local resources and those of mutual aid agreement agencies or
2. There is no immediate threat to life and property or
3. The fire, disaster or other event is of a nature that the resources provided by implementation of the Plan could not be used or would be ineffective in mitigating the situation.

Unprotected Areas

State fire resources mobilization shall not be used to obtain fire protection resources for geographical areas with no local fire protection authority (i.e., unprotected areas, sometimes referred to as “No Man’s Land”) or for the protection of structures in such areas, except as necessary to assist a local fire protection jurisdiction in taking appropriate action on a threatening fire or other hazard outside its exposed jurisdictional area.

Proactive Implementation of State Fire Resources Mobilization

Planned or emerging events may result in an emergency or disaster situation that could exceed the capabilities of local and mutual aid resources, thus requiring state mobilization. Proactive mobilization may be used to provide resources that increase the fire service capability necessary to meeting the management and control objectives for the event. In a proactive mobilization request, the same process should be used as in a normal mobilization request, although conditions for approval may be imposed.

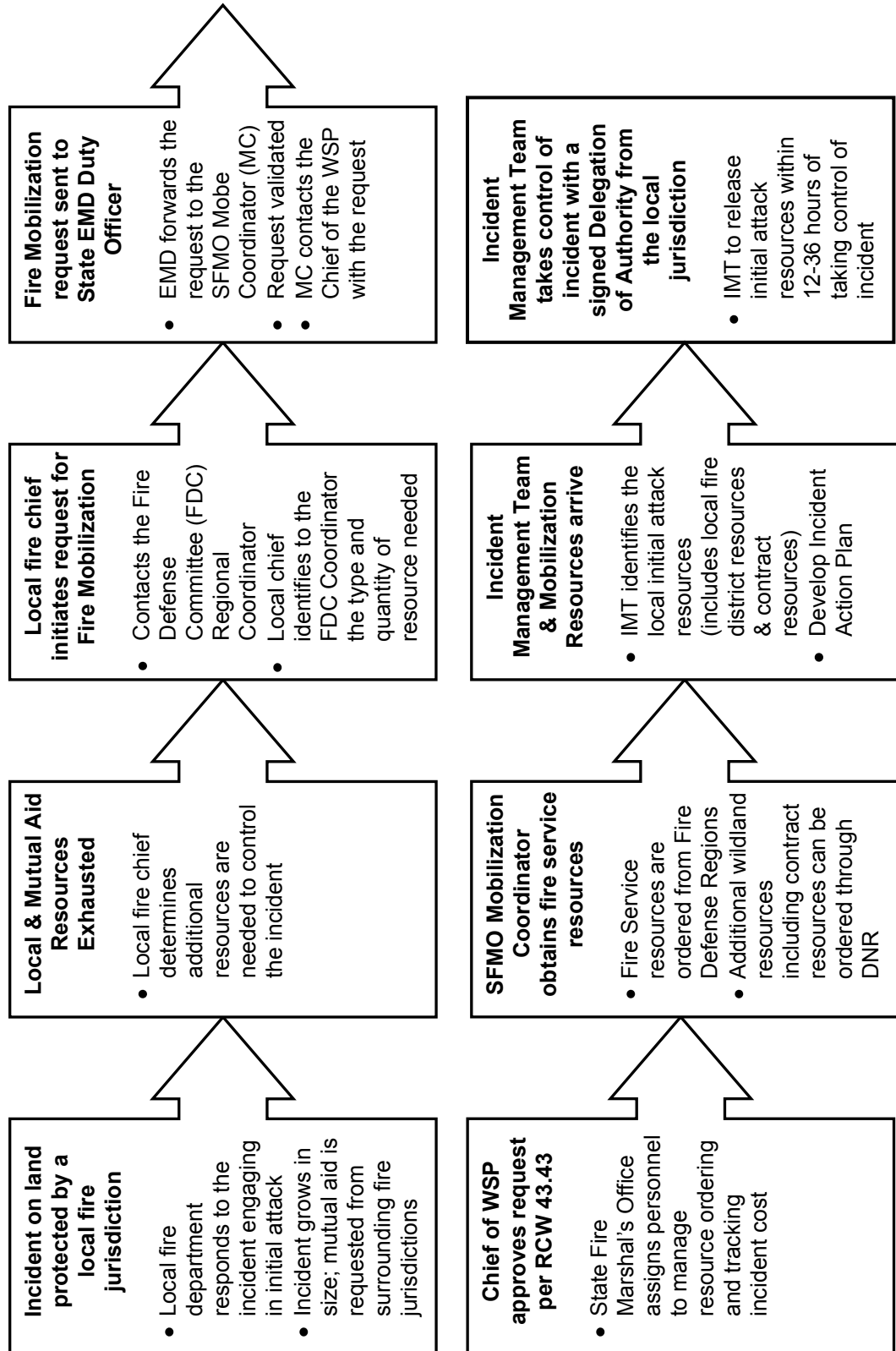
Information that may be requested for a proactive mobilization would include:

- Credible threat assessments – intelligence information.
- Forecasted severe weather or other natural event.
- Known lack of available resources and personnel.
- Reimbursement of host jurisdiction costs may not be reimbursed.

Section 6 Requesting State Mobilization

2009 Version - Mobilization Plan (Updated June 2011)

Fire Mobilization Authorization and Response Process



This Page Intentionally Left Blank

**Section 7
Roles and Responsibilities
Local Jurisdictions
2009 Version - Mobilization Plan**

The Plan was implemented to provide a mechanism and a procedure for reimbursement to state agencies and local firefighting jurisdictions that respond to help others in time of need or to a host fire district that experiences expenses beyond the resources of the fire jurisdiction while protecting lives, homes and property.

The success of the Plan is contingent upon local government (fire jurisdictions, law enforcement agencies, and emergency management officials), the Regional Coordinators, and the involved state agencies having a clear understanding of the Plan and local Regional Plans.

The local jurisdiction should maintain or provide:

- List of available resources.
- Copy of the Washington State Fire Services Resource Mobilization Plan.
- Contact procedures for the Regional Fire Resource Coordinator.
- Decision mechanism for sending resources.
- Appropriate personal protective equipment.

Local Fire Chief

Upon determining that there is a fire, disaster, or other event and:

- All available local and mutual aid resources have been expended in attempting to stabilize and control an emergency incident presenting a clear and present danger to life and property; and
- Available resources are inadequate to achieve incident stabilization and control, and additional fire resources are required; then
- Upon determining state fire services resource mobilization is necessary make the request as specified in the Regional Plan, providing enough information to complete a Mobilization Request Form. **See Forms – Appendix M**

**Mobilization cannot pay for those resources ordered or utilized before
Mobilization is authorized.**

Upon approval of a mobilization, the local fire chief should work with the Incident Management Team or assign a liaison. This will provide the Incident Management Team with local information and open a line of communications with the local fire jurisdiction.

Mobilization Approved – Preparation for receiving resources

Local Incident Commander

- Obtain all information on frequencies in use on the incident by all participating agencies.
- Obtain a list of all pertinent telephone numbers (land line, cellular and satellite) in use at the incident.

Resource Support

Provide necessary and appropriate support for incoming state mobilization resources.

- ❑ Operations Support (provide as many as possible):
 - ❑ Incident check-in.
 - ❑ Staging personnel.
 - ❑ Resource Tracking – ability to track initial attack personnel/equipment.
 - ❑ Maps, etc. as required.
 - ❑ Guides: Personnel from the local fire agency should be utilized as a guide for the Strike Team Leader (STL) and/or Division/Group Supervisor (DIVS) when the STL or DIVS is not familiar with the area surrounding an incident.
- ❑ Logistics Support (provide as many as possible):
 - ❑ Food
 - ❑ Shelter
 - ❑ Fuel
 - ❑ Emergency Public Information

Other support resources:

- County or city Department of Emergency Management.
- State Emergency Management Division.
- Department of Natural Resources.

Question: *Now that I've requested Mobilization, what should I do first?*

Answer: *Assign someone who is detail oriented to complete the above tasks. When establishing a Base Area, it needs to be of sufficient size to hold no less than 200 persons and equipment. Have directions and phone numbers if available. Think of places like schools, State Parks, and fairgrounds, not wide spots in the road.*

**Section 7
Roles and Responsibilities
Local Jurisdictions
2009 Version - Mobilization Plan**

Question: *The Plan states units will be self sufficient for 24 hours; however, the initial attack resources need food and water until the mobilization units arrive. Can I feed the initial attack personnel?*

Answer: *Yes, it is best to find a restaurant, store, or deli that can prepare sack lunches for personnel currently on the line. By utilizing local resources you can obtain the food sooner. Prior to ordering the food, contact the WSP field staff on scene, if they're not available, then call the State EOC for a resource order number.*

Resource Tracking of Initial Attack Resources

The host jurisdiction is responsible for maintaining a tracking system, from the beginning of the incident, for all local and mutual aid resources.

Utilize ICS Form 201, Incident Briefing Form. Provide the completed ICS 201 form to the Mobilization Incident Commander. **See Forms – Appendix M**

The WSP field staff will need this information and will issue resource order numbers to the initial attack personnel and equipment.

Question: *What information is needed?*

Answer: *Local resources will need to be tracked by Engine # or Personnel position, Engine or Tender Type, with department and personnel names assigned to each.*

Resource Number	Engine # Personnel Position	Engine - Tender Type	Department	Personnel
	# 34	Engine - 1	Douglas # 2	Smith, John
				Jones, Gary
				Paulson, Peter
	# 45	Engine - 3	Douglas # 6	Wright, Tom
				Wright, Barbara
	# 45 A	Tender - 2	Douglas # 6	Smith, Joe
	I/C		Chelan # 4	Hanford, Bob

Mobilization Approved – Jurisdictions Providing Resources

After mobilization is approved, the resources that will be utilized at the incident need to meet the following minimum requirements:

- **Time Commitment**

Every attempt will be made to release initial attack and immediate need resources within 12-36 hours.

Mobilization assignment/deployments are generally for a minimum period of no less than 72 hours and no more than up to 14 days exclusive of travel. Approval for individual trade/swap out or for a crew must be made through the Incident Commander and Planning Section Chief.

Notice (minimum of 24 hours) of the intended crew change must be provided to the Incident Commander and approved.

Crew Changes must be coordinated to occur during unassigned incident time. Note: there are limitations on the reimbursement of costs incurred in making crew changes. **See Personnel – Crew Change; Section 17**

- **Other Agency Requests for Fire Resources**

Resources ordered by an outside agency (e.g., DNR or USDA Forest Service) may not “switch” to state mobilization status if the incident later requires state mobilization resources.

- **Personnel**

Mobilized personnel must be:

- Minimum of 18 years old;
- Trained, qualified, and experienced in the positions for which they are mobilized;
- Fully equipped with required personal protective equipment (PPE) and safety equipment; and
- Physically conditioned and fit to perform the tasks assigned.

- **Apparatus**

Appropriate and serviceable units:

- Utilize Form 296 Vehicle/Heavy Equipment Safety Inspection Checklist as a guide.
- Units found to be unreliable and/or unsafe may be decommissioned by the Ground Support Unit at any time.

Regional Coordinator:

The role of the Regional Coordinator prior to a Mobilization is:

- Maintain current Regional Fire Resource Lists.
- Know local jurisdiction roles and responsibilities.
- Develop and maintain a Regional Fire Defense Plan approved by the State Fire Defense Committee. Each regional plan must:
 - Meet the basic requirements for a Regional Fire Defense Plan as prescribed by the State Fire Defense Committee. **See Regional Fire Defense Plan Review and Update Schedule – Appendix F**
 - Be compatible with the local mutual aid nets and other interagency or inter-local agreements for fire resource response.
 - Provide a communications plan for utilization within the region compatible with the state communications plan to ensure communications interoperability in the event of an in-region mobilization.

The role of the Regional Coordinator when a Mobilization request is likely:

- Ensure ability to contact the Washington State Military Department, Emergency Management Division, and be able to relay the necessary incident information for making a mobilization request. Utilize the Mobilization Request Form. **See Forms - Appendix M**
- Serve as point of contact for the Region.
- Provide 24 hour point of contact for resource requests.

Host Region

The Regional Coordinator of the Hosting Region will:

- Consult with the Fire Chief to determine the status of the incident:
 - Status (size up).
 - Duration or potential duration.
 - Assist in completing an Incident Complexity Analysis.
 - Special hazards.
 - Trigger Points (established ~ met).
- Identify resources needed:
 - Type.
 - Number.
 - Reporting location and time.
 - Application.
- Assist in submitting the request for Mobilization.

Section 8
Roles and Responsibilities
Fire Defense Regions

2009 Version - Mobilization Plan (Updated June 2011)

- Assist the Office of the State Fire Marshal:
 - Staging.
 - Check-in.
 - Locating or scouting.
 - Assist in identifying initial attack resources.
 - Assist in writing Delegation of Authority.

Responding Regions: Regional Fire Resource Coordinator

Regional Coordinators from other regions that will be providing resources for the Mobilization will:

- Utilize the Regional Fire Defense Plan and Regional Fire Resource List(s) to meet resource requests.
- Confirm to the WSP, Fire Protection Bureau within 1 hour that resources ordered can or cannot be filled.
- Provide responding resources with the assigned resource request numbers.
 - To be eligible for cost reimbursement, a responding jurisdiction must obtain the resource request numbers prior to responding.
- Ensure resources assemble and depart from home jurisdiction for regional assembly or incident within two hours of the request.

Note: Immediate need resources should respond immediately, without assembly of teams or other undue delay.

Note: Resources either not assembled or enroute within a reasonable amount of time as determined by the Mobilization Supervisor at the State EOC in consultation with the Regional Coordinator, may be cancelled or re-assigned. Resources cancelled under these circumstances will not be eligible for reimbursement.

- Ensure that the Strike/Task Force Team Leader has received a completed Mobilization Manifest Form from units within the group, and a copy faxed to the State EOC prior to departure. The top copy of this form will be turned in when checking in at the Mobilization. **See Forms – Appendix M**
- Resources dispatched to incident(s) as initial attack, secondary response, or mutual aid must be tracked by the Region.
- Provide input for the after-action report.

Section 8
Roles and Responsibilities
Fire Defense Regions

2009 Version - Mobilization Plan (Updated June 2011)

Types of Resource Responses

Mode	Resources Come From	When Needed	Notes
Immediate Need	Same Fire Defense Region/county or adjacent Region/county	Responding to incident within 15 minutes, having an eta of 2 hours or less. "Take no camping gear"	<ul style="list-style-type: none"> Resources respond to incident within an area where they can arrive within two hours from when they left the home station. May or may not rendezvous prior to departure. Work one operational period then released.
Extended Attack	Other Fire Defense Regions	Responding to incident within 2 hours from the time of accepting the dispatch	<ul style="list-style-type: none"> Expected to arrive and be on shift when the Incident Management Team takes over an incident. 72 Hour time commitment to the incident.
Planned Need	Other Fire Defense Regions	Planned incident arrival time determines departure time	<ul style="list-style-type: none"> Mutual aid resources respond within the Region, adjacent Regions as needed during the incident, after the Incident Management Team has taken over an incident. Usually will rendezvous before departure and travel together

This Page Intentionally Left Blank

Washington State Patrol, Fire Protection Bureau

The State Fire Marshal is responsible to:

- Serve as the state fire resources coordinator when the Plan is enacted.
- Notify the Chief of the Washington State Patrol for approval of mobilization request.
- Assign a Mobilization Incident Commander to each state mobilization incident.
- Confirm with the host Regional Coordinator(s) that mobilization has been authorized.
- Promote the use of Incident Command System (ICS). The state of Washington has adopted the National Incident Management System (NIMS) for all situations where emergency mobilization is needed.
- Maintain resource coordination, tracking, incident timekeeping, verification, and other related fire resource allocation:
 - Obtain/confirm the current commitment of fire resources from the host region(s) to the incident.
 - Secure a commitment of resources from the nearest non-affected regions, utilizing the principle of “closest resources” should be adhered to insofar as possible.
 - Notify the requesting Regional Coordinator of the resources ordered and responding.
- Serve as the liaison to the Washington Emergency Management for the Washington Fire Service.
- Serve as the liaison with state and federal fire protection agencies, including Washington Department of Natural Resources, U.S. Forest Service, Bureau of Land Management, National Parks Service, U.S. Fish and Wildlife, and Bureau of Indian Affairs.

**Section 9
Roles and Responsibilities
State, Federal Agencies and Affiliates
2009 Version – Mobilization Plan**

Washington State Military Department, Emergency Management Division

- Receive notice of the incident, the mobilization request with required supporting information (***Using Mobilization Request Form – Appendix M***) from the host Fire Chief/designee or Regional Coordinator, and provide the information to the WSP Mobilization Coordinator.
- Activate the State EOC as appropriate; notify other state agencies as necessary, of the incident.
- Assist the Washington State Patrol, Fire Protection Bureau in locating resources and logistical needs.

Washington State Department of Natural Resources

The Washington State Department of Natural Resources (DNR) is charged to protect private and state forest lands. Due to the intermingling of urban and forest areas, the DNR participates in mutual aid with many fire districts. The DNR is available to assist with regular forces during initial attack.

Through the Plan, the DNR is capable of mobilizing a substantial response that includes communications equipment, kitchens, and air support. DNR is responsible for dispatching of the five Washington Interagency Incident Management Teams.

United States Forest Service (USFS)

The U.S. Forest Service is responsible to protect lands they manage. Due to the intermingling of urban and forest areas, the U.S. Forest Service participates in mutual aid with many fire districts.

Bureau of Land Management (BLM)

The U.S. Bureau of Land Management is responsible to protect lands they manage. The BLM provides fire protection with its own personnel and equipment or through various cooperative agreements with local fire jurisdictions.

Bureau of Indian Affairs (BIA)

The U.S. Bureau of Indian Affairs protects Indian Reservation lands. The BIA provides fire protection with its own personnel and equipment or through various cooperative agreements with local fire jurisdictions.

Washington State Emergency Management Association (WSEMA)

Participate as a voting member of the Fire Defense Committee.

This Page Intentionally Left Blank

Command and Control Objective

Establish responsibility for overall command and control of state mobilization resources. All incidents for which state fire resources mobilization is requested and authorized must be managed and operated using the NIMS (National Incident Management System) Incident Command System.

Incident Management Teams

The State Fire Marshal shall assign an appropriate level of Incident Management to each state mobilization incident. A state mobilization may be under the command of a:

- Type 3 Incident Management Team.
- Type 2 Incident Management Team.
- Type 1 Incident Management Team.
- Unified Command, local Incident Commander with a Type 1, 2, 3, or 4 Incident Commander.

Until a Delegation of Authority is enacted, an incoming Incident Commander does not have the authority to assume command.

The Incident Management Team may come from the local area and the incident commander may be the current Incident Commander.

The Agency Having Jurisdiction is responsible for completing the Incident Complexity Analysis, reflecting the current situation being faced. This can be accomplished with the Regional Coordinator's assistance.

Process For Mobilizing An Incident Management Team

- The process for requesting Mobilization and ordering an Incident Management Team are:
 - Jurisdiction has an incident that continues to be a threat to life/property and has overwhelmed the local resources;
 - Mutual aid resources exhausted; or will be exhausted without incident control;
 - Expanded to County and/or Regional Mobilization Plan;
 - Incident still not contained – complete an Incident Complexity Analysis (location of ICA)

- Local Fire Chief consults with Regional Coordinator
 - Decision to manage incident with resources from Regional Plan
 - Actions stay local
 - Decision to request for Fire Service Mobilization
 - Mobilization Request Form Completed
 - Incident Complexity Analysis Form Completed
 - Mobe Request and Incident Complexity Analysis faxed to EMD Duty Officer
- Mobilization Approved
 - Resources from Mobe Request Form are located and dispatched
 - Type of Incident Management Team identified by Incident Complexity Analysis and is ordered by the Emergency Mobilization Section.
- Mobilization Request Denied
 - If the request is denied, the requesting agency will be contacted by the Mobilization Section.
 - This does not preclude that the request may be resubmitted if information or conditions change.

Considerations for assigning an Incident Management Team

- Completion of an Incident Complexity Analysis. **See Appendix M - Forms**
 - An incident complexity analysis assists the Agency Administrator, Regional Coordinator, Fire Defense Committee and State Fire Marshal's Office staff to analyze the current or predicted complexity of a situation to determine the appropriate type of incident management team to use.
 - This analysis should be performed as soon as possible on any incident, and periodic reassessments made as conditions change. Keep the analysis as part of the incident records.
 - This document is prepared concurrently with, and submitted with the Fire Mobilization Request.

It must be emphasized that this analysis should, where possible, be based on predictions to allow adequate time for assembling and transporting the ordered resources.

If the incident also involves other state or federal jurisdictions, those entities may have already decided to call for an IMT in which case Mobilization resources may be assigned to the incident managed by the other agency's IMT.

Agency Administrator

The Agency Administrator is the Chief Executive Officer of the jurisdiction requesting the mobilization and will be responsible for providing a delegation of authority to the incoming incident management team.

- For a city fire department this could be the Mayor, City Manager or designee.
- For a fire district, this could be the Fire Chief, Board of Fire Commissioners or designee.

Role of Agency Administrator:

- Provide/approve objectives and priorities for the management of the Incident.
- Ensure that the Incident Complexity Analysis (ICA) is completed and submitted with the Mobilization Request Form.
- If the personnel assigned to manage of the incident are not from the host agency, a Delegation of Authority (DOA) must be completed.
 - Assign a representative to the team that is knowledgeable in fire and can participate in all team meetings.
- Consider assigning liaisons to the incident management team as appropriate/needed.
- Identify and request opportunities for training assignments of local personnel.
- The Agency Administrator (or designated representative) should provide, at a minimum, a written overview briefing.

Section 10

Incident Command / Management

2009 Version - Mobilization Plan Update

Question: What is an Agency Administrator?

Answer: *An Agency Administrator is the individual that represents a jurisdictional organization and has the authority to give direction, make decisions, make agreements, and commit resources and funding. They may be from a federal, state, county, or local government organization. In addition, it may be appropriate at times to include non-governmental organizations as well.*

Question: Why is an Incident Management Team ordered?

Answer: *Normally an Incident Management Team is ordered due to the complexity of the incident(s) and/or the span of control has exceeded the local agency(s) capacity.*

Question: What makes up an Incident Management Team?

Answer: *The Incident Management Teams will arrive with enough people to staff the Command and General functions, Operations, Logistics, Finance, and Plans Sections. Other staff positions are filled as needed. Unified command situations may require filling positions from cooperating agencies.*

Question: Who does the Incident Commander work for?

Answer: *The agency administrator(s) who have jurisdictional authority for the incident(s).*

Question: What do they need to do their job?

Answer: *A delegation of authority, a work area with support equipment, and interaction with and support from the Agency Administrator and their staff.*

Question: What does the Incident Management team need from you?

Answer: *They need you to provide a direction. They need your involvement throughout the incident including participation in daily briefings and conference calls. They need close working relationships with your appropriate staff and other agency/organization staff as appropriate.*

Question: What does the Incident Management team do?

Answer: *Every assignment is unique, however, their primary objective is to assist in managing a complex incident with an emphasis on safety.*

They do this by: 1) Meeting operational objectives; 2) providing oversight, direction, coordination, and evaluation; 3) striving for cost effective incident management; 4) maintaining positive relationships; 5) resolving conflicts; 6) thinking strategically and providing both short and long term planning capabilities, and; 7) providing Agency Administrator(s) with advice and suggestions for a successful operation.

Question: What does the Incident Management Team NOT do?

Answer: *The Incident Management Team does not take the place of the agency administrator(s) in terms of providing direction in the form of a Situation Analysis decision making process, or resource management direction related to operational guidelines, mitigations and rehabilitation. They don't make or set policy or get heavily involved in politics.*

Question: When is an Incident Management Team no longer needed?

Answer: *When the complexity and organizational needs decrease to that point where local units can manage the incident. This can be indicated by one or more of the following situations: all objectives have been successfully met, and/or when transition to a smaller organization is appropriate due to changes in complexity and scope of the incident.*

Delegation of Authority

- The delegation of authority (DOA) from the Agency Administrator to the IC to manage an incident is accomplished through a written delegation document. The DOA should contain specific, measurable objectives to be accomplished by the IMT, as well as any limitations to that authority.
- The State Fire Marshal's Office will assign an Incident Business Advisor to each incident to provide oversight regarding business practices, incident business management oversight commensurate with complexity.

Incident Status Reporting

- The status of the incident must be reported at least once every 24 hours to the State Fire Marshal's Office and the Agency Administrator, or as required on the DOA.
- The Agency Administrator may require additional reporting times.
- Incident status is reported on the Incident Status Summary (ICS-209) or an Intelligence Summary, depending on local requirements.

Assigning a Type 3 Team

Type 3 Incident Complexity = a Type 3 Incident Management Team

Type 3 Incident Management Teams are available and certified on a local, regional, metropolitan, or state level. Type 3 IMTs are comprised of trained personnel from different departments, organizations, agencies, and jurisdictions within a state or Department of Homeland Security Urban Area Security Initiative (UASI) region, activated to support incident management at incidents that extend beyond one operational period. Type 3 IMTs will respond throughout the State or regionally depending on the Type IMT.

A Type 3 Incident is normally considered to:

- Involve less than 300 incident personnel,
- Resources configured as a single resource to a Task Force/Strike Team configuration,
- The incident is not expected to be contained/controlled in the first operational period,
- The incident requires a written Incident Action Plan (IAP).

Management:

- Command and general staff positions are activated as needed.

This Page Intentionally Left Blank

Section 11 Type 3 Incident Management Teams

2009 Version - Mobilization Plan (Updated June 2011)

Availability of Type 3 Incident Management Teams:

Local and or Regional Type 3 Incident Management Teams available for response to State Fire Mobilization incidents within the State are required to submit an Incident Management Team Roster to their Regional Fire Defense Committee Coordinator.

See Forms – Appendix M

The following information is to be supplied:

- Team members, names and employing agency.
 - Agencies allowing personnel to participate will be responsible for verify training, certification, qualifications and experience.
- Team Rosters will be forwarded to the State Fire Marshal's Office along with the annual Regional Inventory no later than May 31, of each year.
- Incident Commander(s) will be appointed by the local governing board.
- The maximum number of recognized Type 3 Incident Management Teams will be one per Fire Defense Region, (Regions are not required to have a Type 3 IMT).
 - An Incident Management Team from a Region may consist of several teams within the Region that will take turns rotating the up-team.
 - In this incidence, each IMT that makes up one team will need to submit a separate roster.
- The team will maintain a 24-hour point of contact for potential deployment.

Team Organization:

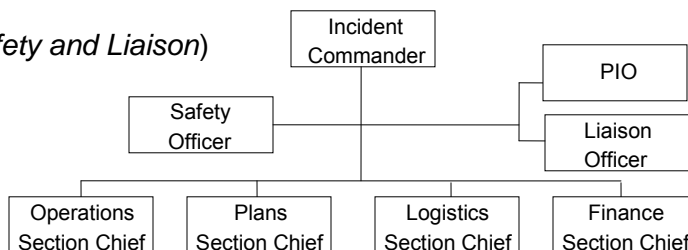
Teams eligible for Mobilization deployment must be organized under one of the following disciplines:

- United State Fire Administration (USFA)/National Fire Academy (NFA) All Hazards – Type 3 Team model, or;
- NWCG Wildland Fire model, or;
- A combination of the two depending on the nature of the incident

Team Configuration:

Basic team size and composition according to the *NFA All-Hazard Type 3 Team Guidelines* indicates that a Type 3 IMT will normally consist of between 8 and 20 members. Minimum team configuration is:

- Incident Commander
- Safety Officer (*May combine Safety and Liaison)
- Public Information Officer
- Liaison Officer *
- Planning Section Chief
- Operations Section Chief
- Logistics Section Chief
- Finance Section Chief



Section 11

Type 3 Incident Management Teams

2009 Version - Mobilization Plan (Updated June 2011)

The decision to increase the number of team members will be done through a review of the incident complexity and availability of qualified local resources to support the incident. This will be done prior to the Incident Commander accepting the mission from the State Fire Marshal's Office.

Consideration should be given to adding additional personnel resources as needed to include: division supervisors, situation unit leader, communications unit leader, resource unit leader, supply unit leader, ordering manager, time unit leader, GIS specialist, incident dispatcher/radio operator and medical unit leader.

Qualifications/Credentialing:

Members' credentials and qualifications are maintained by the local governing board.

- Single Resource:
 - Personnel on a Type 3 Team are dispatched as qualified by the team certification.
 - Agencies sending personnel as a Single Resource are stating they are qualified upon accepting an assignment for a specific position.
- Home jurisdiction is ultimately responsible for review of training, certification and credentialing of its participating employees.

Criteria for Dispatch:

- Use primarily within the State of Washington.
 - Incident duration normally not to exceed five days.
 - Incident Complexity Analysis is within the Type 3 capability.
- Incident Commander to discuss with Agency Administrator:
 - Initial response and incident take over time/date.
 - Delegation of Authority – Issues, concerns, objectives.
- Team accepting dispatch will be expected to fill all of the positions as agreed upon at the time of request.
- Team assignments for wildland incidents shall be made by established geographical areas. **See Wildland Fire Dispatch Map – Appendix G**

Section 11

Type 3 Incident Management Teams

2009 Version - Mobilization Plan (Updated June 2011)

Minimum Configuration: Non-Wildland Fire Incidents (See next page for Wildland Fire Incident Configuration)

- A Team accepting dispatch shall deploy with 16 required positions
- **Those in Bold are required positions.**
- All positions shall be filled by personnel with appropriate USFA All Hazard qualifications or NWCG qualification.
 - **IC PIO**
 - **SOF**
 - LOFR (SOF can fill in as LOFR if approved by IC)
 - **OPS**
 - **DIVS**
 - **DIVS**
 - **LSC****
 - **GSUL / FACL**
 - Runner
 - **COML**
 - **COMT**
 - **RADO**
 - **RADO**
 - **FSC****
 - **TIME**
 - **PSC****
 - **RESL/SITL**
 - GIS

** Performance-based position-specific development

Section 11 Type 3 Incident Management Teams

2009 Version - Mobilization Plan (Updated June 2011)

Deployment Matrix for a Type 3 IMT Wildland Fire Assignment.

Position	# Mobilized	Qualification Level
Incident Commander	1	Type 3 Red Carded
Safety	1	Line Safety Officer (ICT4 or DIVS)*
Liaison Officer	0*	Can be dual filled by SOF with IC approval
Public Information Officer	1	Type 3 PIO
Operations Section Chief	1	Carded TFL*
Division Group Supervisor	2	Carded SRB*
Plans Section Chief	1	Type 3 PSC **
Situation or Resource Unit Leader	1	
GIS	0	
Logistics Section Chief	1	Type 3 LSC**
Ground Support/Facility Unit Leader	1	
Runner	0	
Communication Unit Leader	1	COML– Same as 310-1
Communication Technician	1	
Radio Operator	2	(1 for each operational period)
Finance Section Chief	1	Type 3 FSC**
Time	1	
Those positions without a minimum number required for dispatch are secondary positions that may be filled with approval from the State Fire Marshal's Office. Minimum personnel for a Type 3 IMT Wildland Fire deployment is 16.		
* These positions may be filled with personnel with higher qualifications, but the minimum established follows Section 11 Incident Management & Response of the Interagency Standards for Fire and Fire Aviation Operations (Red Book).		
** Performance-based position-specific development		

- Every Type 3 Incident Management Team wanting to participate during a Fire Mobilization activation shall complete the **Type 3 Incident Management Team Roster** and return it to the State Fire Marshal's Office to be reviewed and approved at the May Fire Defense Committee meeting. **See Forms – Appendix M**
- An IMT requested for a mission will be sent a **Type 3 IMT Mission Acceptance** form by the State Fire Marshal's Office. This form needs to be returned within one hour showing the roster for the team dispatched. **See Forms – Appendix M**
- If the request to a Team as outlined above cannot be filled with qualified personnel, by name, within one hour, the request will go to the next closest available team.

Section 11

Type 3 Incident Management Teams

2009 Version - Mobilization Plan (Updated June 2011)

- Resources may be expected to be self-sufficient for up to 72 hours depending on the conditions of the incident; this includes team and assigned resources.
 - See Section 19 for per diem claim guidelines.
- Incident Commander to discuss with Agency Administrator:
 - Initial response and incident take over time/date.
 - Delegation of Authority – Issues, concerns, objectives.
- The Regional Type 3 IMT's will submit their "Up Roster" every Tuesday morning by 10 a.m. to the Mobilization Section from mid-June to the first week of October or as otherwise requested.

Type 3 Incident Commanders/Operations and Safety Officer Qualifications

- Unless specified below for types of incidents for which specific State or National qualification standards have been established, personnel serving on Type 3 teams or organizations shall follow the Federal Emergency Management Administration (FEMA)/USFA All-Hazards Incident Management Training qualification standards.
- For Wildland Fire Incidents the standard is outlined in PMS 310-1 where the Incident Commander, Operations Section Chief and Safety Officer needs to be qualified under the Type 3 NWCG standards.
- For Hazardous Materials Incidents within Washington State Administrative Code (WAC) 296.824.30005 outlines the Competencies for Incident Commanders:
Employees designated as Incident Commanders must be able to show they have competencies specified for the First Responder Operations Level:
 - Know of the state emergency response plan and the Federal Regional Response Team.
 - Can implement the local emergency response plan.
 - Can implement the employer's emergency response plan.
 - Have knowledge of the incident command system (ICS) and understand how they relate to it.
 - Can implement the employer's ICS.
 - Understand the hazards and risks associated with employees working in chemical protective clothing.
 - Understand the importance of decontamination procedures.

Note: If the first employee arriving at the scene is not trained as an IC, they may take control of the incident within their designated role and training level.

Section 11

Type 3 Incident Management Teams

2009 Version - Mobilization Plan (Updated June 2011)

Standing Team Members

Are fully qualified for the position assigned and are listed on the Team Roster. Standing team members are expected to be available for dispatch whenever their team is in the “up” position in the team rotation schedule.

Each agency and local governing board supporting an incident management team member is responsible for ensuring that applicants are fully qualified to be considered for the position or positions for which he or she has applied.

In recognition of the requirement for training and the need to qualify additional personnel for future Incident Management Team assignments (as alternates, additions, or replacements), personnel may be mobilized by the State Fire Marshal's Office.

- **Trainees**

- Will be assigned from an established list of qualified personnel.
(**Qualified** = Task book initiated).
- Personnel cost to be paid by the incident while assigned to the IMT.
- All training assignments are commensurate with the designated level of complexity for the overall incident.

- **Apprentices**

- Apprentices differ from trainees in that they have an interest in IMTs but lack the experience or prerequisite training necessary to be issued a Position Task Book for a specific ICS position. The objective of an apprentice assignment is accelerated career development of the individual and eventual qualification for assignment to IMTs. They also can contribute to the task at hand by providing some additional help to the incident, but are not relied upon to meet incident objectives.
- Personnel costs to be paid by the home agency and not reimbursable by the mobilization.

- **Shadow Assignments**

- Shadow assignments serve the purpose of providing individuals exposure to how IMTs work, with the objective of improving that individual's understanding as it may relate to their normal job. These assignments are often used by Agency Administrators with limited fire experience as a way to help them better deal with the fire aspect of their jobs. These assignments have no direct benefit to the incident that hosts them.
- Personnel costs to be paid by the home agency and not reimbursable by the mobilization.

Section 11

Type 3 Incident Management Teams

2009 Version - Mobilization Plan (Updated June 2011)

Local Agency Incident Commander Briefing:

- The local Agency IC should be prepared to provide specific information on incident status, weather, logistics, and current operations.

Transfer of Command Responsibilities:

- In cases where one management organization is prepared to transfer command to another, the transfer of command responsibilities for an incident to an IMT must be as efficient and orderly as possible.
- The local team or organization already in place remains in charge until incoming team members are briefed by their counterparts and a DOA has been signed.
- The Agency requesting mobilization should accomplish the following actions prior to the arrival of the incoming team:
 - Determine incident command post (ICP)/base camp location.
 - Cell phone or land line coverage is available.
 - Adequate sleeping facilities.
 - Order basic support equipment and supplies for the incident.
 - Sufficient supplies for the incoming resources of:
 - Water/Sports Drink
 - Meals
 - Secure an ample supply of appropriate maps, this is critical.
 - Consider requesting the local Agency to provide personnel with local area knowledge to be used as a guide.
 - Request necessary communications resources.

Equipment Resources:

Type 3 teams should work to provide their own resources below, however the incident will drive the specific resources that are needed to be effective.

Type 3 teams are expected to be self-sufficient as they may initially be:

- Operating in an environment with little to no basic services, including no electricity, no phone lines and no cell towers.
- Providing own power generation and a fuel supply to operate a minimum of 3 days without refueling.
- Sustaining long term deployment as well as short term responses.
 - Facilitating communications between multiple agencies.
 - A minimal set up time.
 - Serving basic personnel needs such as a bathroom, mini-refrigerator, microwave, and coffee maker where space is available.

Section 11

Type 3 Incident Management Teams

2009 Version - Mobilization Plan (Updated June 2011)

Type 3 teams should work to provide their own:

- Communications equipment and dispatch operations.
See Communications – Appendix L
- Planning facilities and resources including – plotter, printers, copiers.
- Logistics needs – Work space for Plans, Finance, Operations, Incident Commander, etc., to include tents, trailer, canopies, tables, chairs, computers, generators, lights water, etc.
- **See Water Handling/Supply Trailer – Appendix O**

Release of an Incident Management Team from an Incident

Process to Release an IMT:

- The release of an IMT is basically the reverse of process by which the IMT assumed command. The Agency Administrator must approve the date and time.
- The outgoing team should start phasing in the local team or Agency personnel as soon as demobilization begins. The outgoing team should not be released from the incident until agreed-upon incident objectives have been met.
- Example of Objectives
 - Incident must be controlled or contained.
 - Most line personnel and resources not needed for incident rehabilitation or mitigation based upon type of incident (i.e., patrol and mop-up) are released.
 - Incident base shut down, reduced, or in the process of.
 - Planning Section Chief has prepared a draft of the incident narrative for the close-out debriefing.
 - Finance/Administration Section Chief should have most known finance problems resolved. Contact made with Incident Business Advisor to hand over incident finance package.
 - Damage to equipment or other damage caused by suppression efforts need to be reported to the Operations Section Chief.
 - Overhead performance ratings are completed.
 - Incident close-out debriefing with Agency Administrator. (The IMT should have a closed debriefing session prior to meeting with Agency Administrator).
 - Agency Administrator's or representatives should debrief team and prepare evaluation as soon as possible after release.

Fire Investigation

Ensures that the origin and cause of the fire is determined, and if found to be other than of natural cause, ensures that the cause of the fire is fully investigated by the jurisdiction having authority.

Air Operations Procedures

Air operations (attack, observation, and support) at all state mobilization incidents shall conform to the rules and procedures for air operations as adopted by the Washington State Department of Natural Resources.

Communications

Communication links are vital and must be ensured. ***See Communications – Appendix L***

- The VHF radio spectrum will be primary on state fire mobilization incidents.
- All state mobilization resources must bring a programmable VHF radio or obtain one from the incident prior to deployment.
- All units of a strike team/task force and leader must have common communications other than REDNET (153.830 MHz) or OSCCR (156.135 MHz), unless otherwise specified in the Incident Communications Plan.
- Engines should have common inter-crew communications ability.

Geographic Information System (GIS) Specialist

Good quality maps at an all-risk incident provide the Incident Management Team timely and accurate information needed in making decisions. The use of geographic information systems (GIS) to display incident information with data from a number of resources including GPS and infrared imagery is critical to the Incident Management team's success.

While the Technical Specialist Position designation is available in Incident Command System (ICS) for personnel with GIS skills, there are no minimum qualifications identified in the National Association of Wildland Fire Qualification Subsystem Guide, PMS 310-1 and there is no certification process for the GIS field or profession. This leaves many incident management teams at a disadvantage because the skills and level of experience varies significantly among GIS Technical Specialist (GIST).

This Page Intentionally Left Blank

Code of Conduct

Resources mobilized to an incident shall promote and maintain a harmonious and productive work place environment. Core to the State Fire Marshal's values is the belief that all employees deserve to be treated with the utmost respect and dignity. All resources shall strive to ensure that these basic ideals are promoted and maintained. Ultimately, this is the standard by which the State Fire Marshal will:

- Measure how employees interact with those they serve.
- Establish the expectation of how individuals will be treated and how individuals will treat others.

The State Fire Marshal will make available only those resources that align themselves with the following code of conduct.

The Code of Conduct entails the following qualities:

- Lead by example.
- Be proficient in your craft.
- Promote a positive environment.
- Deal with issues directly.
- Empower others to solve problems.
- Treat others as equals and with respect.
- Expect the best.
- Share your knowledge.

Sexual Harassment and Discrimination

All personnel participating in a mobilized incident will abide by all federal and state laws prohibiting any form of discrimination or harassment. All forms of discrimination and harassment under state and federal laws are prohibited. The policies and work rules of your home agency govern your conduct. The Incident Commander will ensure all incidents of discrimination or harassment reported by personnel at the incident are reported to the State Fire Marshal's Office and preliminarily investigated.

The decision whether to demobilize personnel will reside with the Incident Commander in consultation with the State Fire Marshal's Office. The Incident Management Team is responsible for:

- Gathering initial statements, and;
- Contact information from witnesses, and;
- Notifying the employee's home agency of the complaint.

If the preliminary investigation reveals any potential violations of federal or state laws prohibiting discrimination or harassment, it is expected that a formal investigation will be done by the accused personnel's home agency according to the home agency rules and policies. The home agency will be responsible to investigate the incident, record the findings, and impose discipline if appropriate.

At the conclusion of the formal investigation, the home agency shall notify the State Fire Marshal's Office of the outcome. If the accused person is found to have engaged in misconduct as a result of the formal investigation, the home agency will also advise the status of the person's future participation in Mobilization.

If the home agency fails to notify the State Fire Marshal's office of the outcome of the formal investigation, the agency may not be called to participate in future State Mobilizations.

Agency Rules/Polices

Mobilized resources are required to follow their home agency's policies and work rules. Allegations of misconduct will be referred to the person's home agency. The home agency will be responsible for:

- Conducting an investigation into the allegation(s) to determine if there is a violation of home agency policy and/or procedure;
- Administering any corrective or disciplinary action for violation(s) of home agency policy and/or procedure.

Drug and Alcohol-Free Workplace

The unlawful manufacture, distribution, dispensing, possession or use of controlled substances (including alcoholic beverages) in the workplace or assigned workplace is prohibited. In compliance with the Federal Drug-Free Workplace Act of 1988, all employees and/or contractors are required to abide by this prohibition.

In addition to criminal prosecution, employees violating this prohibition will be subject to dismissal under the terms of the Fire Mobilization Plan and Fire Mobilization Temporary Employment Certification.

It is the Washington State Patrol's and all participating agencies' policy to maintain a drug and alcohol-free workplace for all personnel deployed to a mobilization. Drug abuse is a health hazard to the user and clearly undermines the workplace and causes unsafe work practices which are a danger to the abuser, to co-workers, and to the citizens of Washington State whose safety is one of our primary responsibilities.

Employees who may have a problem with drug abuse or chemical dependency are encouraged to seek assistance for rehabilitation.

Section 14 Resource Configuration

2009 Version - Mobilization Plan (Updated June 2011)

Resource Configuration

When referring to resources, the current NWCG Typing and Washington Fire Chiefs Association Schedule will be applied.

Engines							
Type	Use	Personnel (Minimum)	Tank Capacity (Gallon)	Pump Minimum (GPM)	Ground Ladders (Feet)	Master Stream (500 GPM)	Pump and Roll
1	Structural	3	300	1000	48'	Yes	No
2	Structural	3	300	500	48'	Yes	No
3	Wildland	2	500	150	-	No	Yes
4	Wildland	2	750	50	-	No	Yes
5	Wildland	2	400	50	-	No	Yes
6	Wildland	2	150	50	-	No	Yes
7	Wildland	2	50	10	-	No	Yes

See Minimum Equipment - Appendix O for an equipment inventory. Ground Ladders are a combination of ladders that equal 48 feet.

Water Tenders						
Type	Use	Personnel (Minimum)	Tank Capacity (Gallon)	Pump Minimum (GPM)	Maximum Refill Time (Minutes)	Pump and Roll
1	Support	1	4000	300	30	No
2	Support	1	2500	200	20	No
3	Support	1	1000	200	15	No
1	Tactical	2	2000	250	-	Yes
2	Tactical	2	1000	250	-	Yes

Tactical Water Tender: When tactically deployed, this water tender will carry a minimum crew of two. Tactical deployment is defined as direct fire suppression missions such as pumping hoselays, live reel use, running attack, and use of spray bars and monitors to suppress fires.

Aerial Fire Apparatus				
Type	Use	Personnel (Minimum)	Aerial Height	Ground Ladders
1	Aerial	4	Greater than 75 feet	115
2	Aerial	4	Less than 75 feet	115

Ground Ladders are a combination of ladders that equal 115 feet.

Section 14 Resource Configuration

2009 Version - Mobilization Plan (Updated June 2011)

Emergency Medical Service Units				
Medical Certification (Minimum)	Ambulance Equipped	Staffing Levels		
		EMR	EMT	Medic
Line EMT or Paramedic When an EMT or Paramedic is needed on the line with the crews that are actively working an incident the EMT's and paramedics must be equipped with medications and supplies appropriate for their level of certification per controlling MPD protocols.	No	N/A	<u>Varies upon the request and mission</u>	
BLS Support When the BLS service is needed in a camp, triage center, drug distribution point or to assist the MEDL where transportation is not needed or away from the line, and not needing transportation. EMT's and Medics may be requested with or without an ambulance depending upon their assignment.	No	<u>Varies upon the request and mission</u>		
BLS Support When the BLS service is to provide first aid at a camp, triage center, drug distribution point or to assist the MEDL where an ambulance is needed. BLS ambulance would be required to meet the equipment listed in Table A of WAC 246-976-300.	Yes	Any combination of the following – minimum number needed is 2. 1 EMT + 1 EMR 2 EMT's		
ALS Support When the ALS service is requested for standing by or is actively engaged in patient care. EMT's and paramedics must be equipped with medications and supplies appropriate for their level of certification per controlling MPD protocols. It would be up to the MEDL to determine if the EMT or Paramedic meets this requirement.	Yes Transport Capable	N/A	Any combination of the following – minimum number needed is 2. 1 EMT + 1 Medic 2 Medics	

(MPD) Medical Program Director – Each county has its own MPD.

Staffing Levels

Equipment responding to a Mobilization incident must be staffed at either the minimum or maximum level as identified above. Any resource that does not meet the minimum staffing requirements will be paid at the lower rate where the requirement has been met. This does not apply to initial attack by a host agency or mutual aid response prior to the declaration of mobilization.

Section 14

Resource Configuration

2009 Version - Mobilization Plan (Updated June 2011)

Strike Team

A Strike Team is five of the same kind of resource, with common communications and a leader.

- | | |
|--------------------------------|---|
| Structural Strike Team: | 5 Structural Engines (Type 1 or 2)
1 Strike Team Leader |
| Wildland Strike Team: | 5 Wildland Engines (Types 3, 4, 5, and 6)
1 Strike Team Leader |
| Tender Strike Team: | 5 Water Tenders (Type 1, 2, and 3)
1 Strike Team Leader |

Task Force

Mobilization resources can be configured in any combination of single resources, within the span of control, assembled for a particular tactical need, with common communications and a leader.

Specific Task Force configurations:

- | | |
|------------------------------|---|
| Urban Task Force: | 4 Structural Engines (Type 1 or 2)
1 Aerial ladder
1 Task Force Leader |
| Rural Task Force: | 3 Structural Engines (Type 1 or 2)
2 Water Tenders (Type 1, 2, and 3)
1 Task Force Leader |
| Interface Task Force: | 2 Structural Engines (Type 1 or 2)
2 Wildland Engines (Types 3, 4, 5, and 6)
1 Water Tender (Type 1, 2, and 3)
1 Task Force Leader |
| Wildland Task Force: | 4 Wildland Engines (Types 3, 4, 5, and 6)
1 Water Tender (Type 1, 2, and 3)
1 Task Force Leader |
| EMS Task Force: | 3 ALS Ambulances
2 BLS Ambulances
1 Task Force Leader |

The intent of defined task force configuration is to allow resources to be configured by regions and enhance the ordering process.

Task force configurations are not limited to those defined and may be made up at an incident from resources available to meet situational needs.

Modules

Module ordering configuration is a new process in which resources can be ordered. Modules are intended for quick order processing of a large number of resources.

Wildland Module:	5 Wildland Task Forces 1 Division Group Supervisor
Interface Module:	5 Interface Task Forces 1 Division Group Supervisor 1 Structural Protection Specialist
Urban Module:	5 Urban Task Forces 1 EMS Task Force 2 Division Group Supervisors

2009 Version - Mobilization Plan

Type 1 Engine



WSU / Pullman Fire Department

Type 1 Engine



Spokane County Fire District # 9

Type 1 Engine



Lewis County Fire District # 12

Type 2 Engine



Chelan County Fire District # 1

Interface Attack Engine



Spokane County Fire District # 9

Interface Attack Engine



Yakima County Fire District # 12

Type 3



Benton County Fire District # 1

Type 3



Chelan County Fire District # 1

The section is intended to show the variety of equipment by. The pictures are provided a visual example of the equipment type, however without knowing the tank capacity and pump rate it could be different. The department listed under the photograph has given permission for photograph use in the Mobe Plan. Please check with the submitting agency regarding copyright laws in further use of the photograph.

Type 4 Engine



Clallam County Fire District # 3

Type 5 Engine



Thurston County Fire District # 1

Type 5 Engine



Clallam County Fire District # 3

Type 6 Engine



Clark County Fire District # 11

Type 6 Engine



Spokane County Fire District # 4

Type 7 Engine



Mason County Fire District # 2

Jeep with Plow



Spokane County Fire District # 9

Type 2 Tender - 2,500 gallons tank



Thurston County Fire District # 1

The section is intended to show the variety of equipment by. The pictures are provided a visual example of the equipment type, however without knowing the tank capacity and pump rate it could be different. The department listed under the photograph has given permission for photograph use in the Mobe Plan. Please check with the submitting agency regarding copyright laws in further use of the photograph.

2009 Version - Mobilization Plan

Type 2 Tender – 2,500 Gallon Tank



Spokane County Fire District # 10

Type 3 Tender



Mason County Fire District # 3

Type 1 Tactical Tender



Grant County Fire District # 5

Type 2 Tactical Tender



Grant County Fire District # 13

Type 1 Ladder Truck (Greater than 75 feet)



Seattle Fire Department - Steve Crothers

Type 1 Ladder Truck



Seattle Fire Department - Steve Crothers

Type 2 Ladder Truck (under 75 feet)



Spokane County Fire District # 9

The section is intended to show the variety of equipment by. The pictures are provided a visual example of the equipment type, however without knowing the tank capacity and pump rate it could be different. The department listed under the photograph has given permission for photograph use in the Mobe Plan. Please check with the submitting agency regarding copyright laws in further use of the

2009 Version - Mobilization Plan

Support Trailer



Spokane County Fire District # 9

Support Trailer



Douglas County Fire District # 2

Support Vehicle



Spokane County Fire District # 4

Support Vehicle



Lewis County Fire District # 12

Rescue Vehicle



Seattle Fire Department - Steve Crothers

Rescue Vehicle



Spokane County Fire District # 9

Rescue Vehicle



Lewis County Fire District # 12

Rescue Vehicle



Island County Fire District # 3

The section is intended to show the variety of equipment by. The pictures are provided a visual example of the equipment type, however without knowing the tank capacity and pump rate it could be different. The department listed under the photograph has given permission for photograph use in the Mobe Plan. Please check with the submitting agency regarding copyright laws in further use of the photograph.

2009 Version - Mobilization Plan

ARFF



Yakima Fire Department

Power Unit



Seattle Fire Department - Steve Crothers

Command Post



Island County Fire District # 3

Command Post



Spokane County EMD

Command Post



Seattle Fire Department - Steve Crothers

Command Vehicle



Spokane County Fire District # 9

Command Vehicle



Yakima County Fire District # 12

Rescue Snowmobiles



Clark County Fire District # 13

The section is intended to show the variety of equipment by. The pictures are provided a visual example of the equipment type, however without knowing the tank capacity and pump rate it could be different. The department listed under the photograph has given permission for photograph use in the Mobe Plan. Please check with the submitting agency regarding copyright laws in further use of the photograph.

Communications Trailer and Communications Unit



Clark County Fire District # 13



Satellite Trailer



Clark County Fire District # 13

Satellite Trailer



NW Type 3 Incident Management Team

Plans Trailer



NW Type 3 Incident Management Team



Urban Search and Rescue



Spokane County Fire District # 9

The section is intended to show the variety of equipment by. The pictures are provided a visual example of the equipment type, however without knowing the tank capacity and pump rate it could be different. The department listed under the photograph has given permission for photograph use in the Mobe Plan. Please check with the submitting agency regarding copyright laws in further use of the photograph.

**Section 14
Resource Configuration**

2009 Version - Mobilization Plan

Water Rescue



Pierce County Fire District # 22

Water Rescue



Island County Fire District # 2

Water Rescue



King County Fire District # 45

Fire Boat



Bellingham Fire Department

Fire Boat



Tacoma Fire Department

The section is intended to show the variety of equipment by. The pictures are provided a visual example of the equipment type, however without knowing the tank capacity and pump rate it could be different. The department listed under the photograph has given permission for photograph use in the Mobe Plan. Please check with the submitting agency regarding copyright laws in further use of the photograph.

Technical Rescue

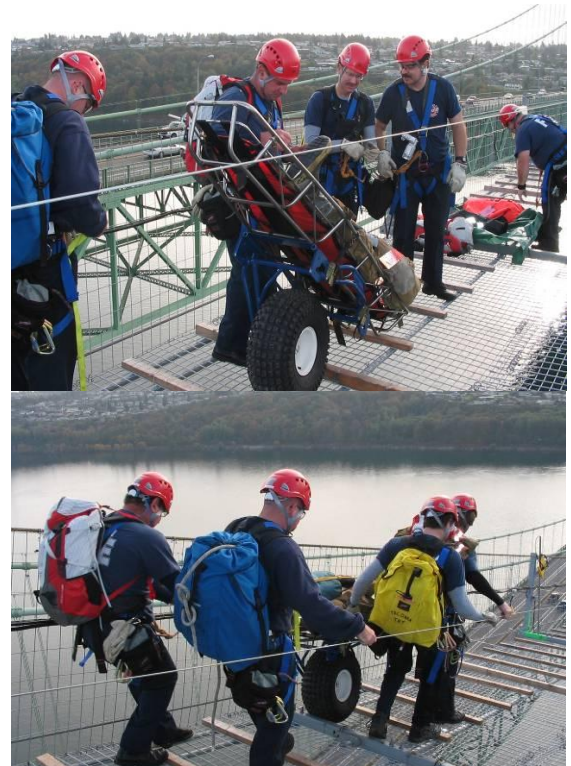


Tukwila Fire Department – Photo Courtesy of Ladder54.com

Trench Rescue



High Angle Rescue – Narrows Bridge



Pierce County Fire District # 5

The section is intended to show the variety of equipment by. The pictures are provided a visual example of the equipment type, however without knowing the tank capacity and pump rate it could be different. The department listed under the photograph has given permission for photograph use in the Mobe Plan. Please check with the submitting agency regarding copyright laws in further use of the photograph.

Fire Mobilization

Regional Coordinators maintain an awareness of those resources available within their region. When the State EOC is activated for a fire mobilization, the Regional Coordinators will be contacted twice daily, during conference calls (9 a.m. and 5 p.m.), to determine the status of equipment and personnel available for dispatch.

Utilizing the resource tracking form the Regional Coordinator can either report their status verbally during the conference call or fax it to the EOC. **See Forms - Appendix M**

Resource Order Status System (ROSS)

The Department of Natural Resources keeps track of those resources under its control using a national computer database system called ROSS. Currently this is not being used by Mobilization.

Force Protection

Protection of responders will be coordinated with ESF 13 (Law Enforcement and Security) based on the nature of the mission and extent of risk to those responders. This protection shall include but not be limited to:

- Protection of personnel and equipment while in transit.
- Security at the Base of Operations.
- Protection during search & rescue operations.
- Protection during rescue operations.

The primary mission of the force protection resources is to assess and detect hostile activity before it becomes a risk to operations. The law enforcement officer must assess, evaluate, and then advise the Leader or the senior operations officer, regarding risk associated with criminal or hostile individuals or groups. Force protection is not allowed unless authorized.

Self-Dispatching

Fire Department units and/or individuals shall not self-dispatch to an activation of the Mobilization Plan. It will be the position of the Fire Defense Committee to take aggressive action to insure that such resources are not utilized by denying logistical support, funding, and reimbursement to self-dispatched units or personnel.

Directions for Completing the Resource Inventory

Only include resources that are available for response to a disaster elsewhere, without reducing your own capabilities to an unacceptable level.

Use the special information area on the inventory list for resources that need clarification for unusual attributes (Example: personnel that are bi-lingual or sign for the deaf).

Use a separate list, if necessary, for additional resources not typed on these resource lists. Be specific in describing features or qualifications. **See Forms – Appendix M**

Emergency Management Assistance Compact (EMAC)

Fire Mobilization cannot be approved for sending resources out of state on an EMAC request for EMD. The EMAC process requires a contract and estimated cost for service to be done prior to accepting an assignment.

Principles

In accordance with the Plan, the Washington State Patrol will reimburse fire agencies for the eligible costs incurred while mobilized for a major emergency incident.

In the event that a state mobilization incident qualifies as a presidential or other federally declared disaster, the reimbursement policy will not change with regard to the local jurisdiction participants. Local jurisdictions will be fully reimbursed for their eligible state mobilization expenses, even if all costs associated with the state mobilization incident are not eligible for federal reimbursement.

The number and type of apparatus and personnel mobilized and tasked to a major emergency incident will be reasonable and necessary as determined by the Incident Commander in discussion with the Mobilization Coordinator of the Washington State Patrol, and Fire Protection Bureau, and will be mobilized according to this Plan.

Criteria for Payment

The Plan and its enabling law, **Title 43.43 RCW**, provide for reimbursement of costs to “fire jurisdictions” only. Support of state mobilization resources is an inherent requirement of state mobilization and its procurement is deemed to be within and essential to state mobilization. The cost of necessary support is therefore reimbursable as state mobilization costs.

Contracts

All fire jurisdictions participating in fire mobilization need to have a valid General Service Contract with the Washington State Patrol. This agreement allows the Washington State Patrol to exchange funds with the fire jurisdiction. Reimbursement for personnel and equipment may be delayed until a contract is in place. Contracts are good for 3 years from the date signed.

Other vendor contracts will need prior approval of the State Fire Marshal’s Office. This process minimizes the potential for error or delay in obtaining critical resources or paying costs. This provision shall not be used to circumvent the prescribed usual resource acquisition process.

Incident Cost Share Agreements

All agencies having ownership of an incident need to be involved in the discussion and finalization of the Cost Share Agreement. Incident Management Teams may be asked to track the percent of effort by Division or agency. The Finance Section Chief may provide detail cost reporting which could be used in determining the cost of an incident.

Reimbursement of other agencies and private companies working on an Incident Management Team

Incident personnel who are working with the Incident Management Team holding a position listed on the Organization Assignment List, ICS Form 203, are eligible for reimbursement. This would cover personnel working on teams who are employed by state, county and city agencies that would include: Emergency Management Divisions, County Public Works, Public Utility Districts, Sheriff's and Police Departments, Public Health officials, mapping (GIS).

Resource Order Authority

A resource request number shall be assigned to each mobilized unit or person to include overhead personnel, equipment, aircraft, crews, and supplies. The resource request number is the authority reference for all claims, including those of the personnel assigned to the units but it is not, per se, an authorization for payment.

A resource request number is required for all resources. The Washington State Patrol Fire Protection Bureau will issue all resource request numbers.

Time Keeping Teams

When a mobilization event is authorized, it is imperative to have timekeepers that can accurately record personnel and equipment time. These records are used for reimbursement and accounting purposes. A pool consisting of personnel from the Washington Fire Service, local and state agencies that have received training in S-260/S-261 and have experience in timekeeping will be selected to serve on the team. The size of the team will depend on the number of mobilization resources dispatched. Team membership has an expectation of being available for at least 72 hours.

Private Contract Fire Resources

Private contract fire resources may enter into an agreement with a local fire protection jurisdiction and under the terms and conditions of that agreement, become a resource of that jurisdiction. These private contract resources may then be mobilized as fire protection jurisdiction resources.

In such a case, the contracted resource is seen and identified as a resource from the local fire protection jurisdiction. The Plan governs all practices, payment conditions, and rates, just as it does for all other state mobilization resources.

Public Agency Resources

State mobilization may enter into a contract with any Washington public agency to provide critical resources in support of mobilization when those resources are not available from fire service agencies.

When entering into a contract all requirements, benefits and guidelines of the Plan apply the same as a fire service agency. This would include rates of pay, compensable hours, backfill and mileage rates, etc.

This Page Intentionally Left Blank

Compensation of Personnel

Fire agency personnel not compensated by their home agency who are mobilized under the Plan will be hired and paid as short-term “exempt” employees of the Washington State Patrol, Fire Protection Bureau. References to “temporary” firefighters are based on the short-term nature of the employment with the Washington State Patrol, Fire Protection Bureau, not their employment status under the Washington Administrative Codes.

Temporary employment status with the Washington State Patrol, Fire Protection Bureau begins:

- At the time state mobilization is declared for those resources already on the incident, or
- Upon mobilization or assignment to a responding state mobilization resource holding an authorized incident resource request number.

Mobilized personnel do not receive state:

- Insurance Benefits (exception: Industrial Insurance provided through L&I).
- Retirement.
- Vacation.
- Sick Leave.
- Personal Holiday.
- Holidays.

Note: “Exempt” in this context refers to civil service law and does not have the same meaning as “exempt” under the Fair Labor Standards Act.

Employment status with the Washington State Patrol, Fire Protection Bureau ends at the time that the demobilized resource arrives back at their home station and the equipment has been placed back into service (maximum time of 1 hour per person on the equipment).

Rates: Hourly rates will be defined by the Washington Fire Chiefs Association Rate Schedule for the position assigned. **See Rates - Appendix N**

Time in assigned status (on-duty time): Assigned hours are those in which the employee is assigned to duty on the incident according to the shift plan. Assigned hours include reasonable time spent in preparation for work before and after the shift, travel to and from the assignment, time spent in assigned staging, briefings, check-in, and demobilization. Lunch breaks are considered on-duty time. Not included in compensable or reimbursable hours are unscheduled hours for meals (breakfast and dinner), sleep time and unassigned hours when no scheduled work is assigned. During non-compensable/non-reimbursable hours, employees not assigned to work or on standby can leave base camp and are free from duty.

Overtime: All hours worked in excess of 40 hours each work week shall be paid at one and one-half times the regular rate. The workweek begins at the time the person leaves his/her home jurisdiction and continues for seven consecutive 24-hour periods.

Section 17

Personnel Compensation

2009 Version - Mobilization Plan (Updated June 2011)

Standby Hours: Personnel will be compensated for hours up to one operational period while waiting to be assigned. These hours are calculated for each 24-hour period after check-in for employees who have not been assigned to the incident. These hours do not apply to travel time to and from the incident.

Engine Boss (Single Resource) or FF1 Reimbursement:

Those persons wishing reimbursement by the Washington State Patrol for positions higher than Firefighter 2 will need to meet or exceed the standards as set out in PNWCG 310-1 Guide, and documented on the firefighter's red card.

Section 17 Personnel Compensation

2009 Version - Mobilization Plan (Updated June 2011)

Personnel Compensated by Their Home Agency that are assigned to a state mobilization will continue to be employees of that agency at all times. Fire agency reimbursement of personnel costs includes the following:

1. **Regular Hours:** All hours regularly scheduled at their home agency for personnel assigned to a mobilization incident. These hours will be calculated the same as the agency calculates their regular hours for days scheduled for duty at their regular hourly rate. (Example: 8, 10, 12, or 24 hours scheduled duty days.)
2. **Overtime Hours:** Overtime hourly rates for personnel assigned to a mobilization incident for overtime hours worked. Overtime hours are those hours not regularly scheduled to work at their home agency and are assigned on the incident action plan. Compensable overtime hours are the same as those in **Time in assigned status (on-duty time)**.
3. **Assigned Hours:** Assigned hours are those in which the employee is assigned to duty on the incident according to the shift plan or regularly scheduled shift assignment at home agency. Assigned hours include reasonable time spent in preparation for work before and after the shift, travel to and from the assignment, time spent in assigned staging, briefings, check-in, and demobilization. When resources are assigned to "Standby" in Base Camp for initial attack or emergency deployment to the field, even though they are not assigned to the Incident Action Plan, all hours will be reimbursable. This condition requires the approval of the Operations Section Chief and the signature of the Division Supervisor on the crew time report. Not included for reimbursement are unscheduled overtime hours such as meals, sleep time, and unassigned hours. During unassigned hours, personnel can leave base camp and are free from duty.
4. **Backfill:** The fire agency will be reimbursed the overtime premium differential for positions that require replacement staff for those personnel assigned to mobilization. Only regularly scheduled hours are eligible for backfill consideration. (See example)

Question: *If I am scheduled to work a 24-hour work day (7 a.m. to 7 a.m.) on Monday and I am called to respond to a State Mobilization event at noon, and continue working on my days off, Tuesday and Wednesday returning home at 6 p.m., how many overtime hours am I entitled to?*



Answer: *In this case, Mobilization will compensate your regular hours from noon on Monday until 7 a.m. on Tuesday. Since Tuesday and Wednesday are your days off, you will be reimbursed for the assigned hours. If on Tuesday you worked from 6 a.m. to 6 p.m., you are entitled to 11 hours of overtime. This is because from 6 a.m. to 7 a.m. you are still on your regular assigned shift. On Wednesday, you work from 6 a.m. to noon at the event and are demobilized and travel time home places you back at your home station at 6 p.m., you will be compensated for 12 hours of overtime.*

Section 17 Personnel Compensation

2009 Version - Mobilization Plan (Updated June 2011)

Example Shift from Question – Previous Page				
Monday		Tuesday	Wednesday	
Scheduled Shift: 0700 Monday to 0700 Tuesday		Day Off	Day Off	
Respond to Mobilization at Noon		Assigned 0600 to 1800	Assigned 0600 to 1200, demobed and travel time home.	
Hours Compensable by Mobilization				
Day	Hours	Regular	Overtime	Total
Monday	Noon to Midnight	12	0	12
Tuesday	Midnight to 7am	7	0	7
Tuesday	0700 - 1800	0	11	11
Wednesday	0600 - 1200	0	6	6
Wednesday	1200 – 1800	0	6	6
Total		19	23	42

Home Agency Replacement Personnel – Backfill: When a fire agency sends personnel who were scheduled to work, it may have a need to replace those personnel in order to provide support for those it protects. The term Backfill Personnel applies to those persons who come in on a non-scheduled work day and replace the person assigned to the Mobilization event.

How Back Fill Works					
1) Agency has firefighter scheduled to work.		2) Agency allows firefighter to respond to a Mobilization Event at beginning of shift.		3) Agency calls in a firefighter who is not scheduled to work.	
	Agency has funds allotted for shift to be worked.	No scheduled firefighter	Mobilization covers cost of firefighter who left. Agency still has funds allotted for shift to be worked.		Since agency hasn't expended the allotted funding, Mobilization will pick up 1/3 of the cost for the Backfill Firefighter.
Firefighter who goes to mobilization is paid \$10 an hour. The agency has set aside \$240 dollars for the 24 hour shift.		Firefighters cost to agency of \$240 is reimbursed by Mobilization.		When the Firefighter is called in, he is paid at overtime rate. If this firefighter is paid \$10 an hour for regular time, then he/she is compensated at \$15 for overtime.	
Cost to Agency: \$240		Cost to Agency: \$ 0 Cost to Mobilization: \$240		Cost to Agency: \$360; Agency reimbursed 1/3 of \$360 = \$120 for overtime, \$240 for regular shift Scheduled Cost to agency: \$240 Backfill Cost to Mobilization: \$120	
Total cost to agency for scheduled firefighter = \$ 240 Total cost to agency to send firefighter to Mobilization event = \$ 0 Total cost to Mobilization for firefighter sent to Mobilization Event = \$ 360 (\$240 regular shift + \$120 backfill) Total cost to agency for backfill firefighter = \$ 240					

Section 17 Personnel Compensation

2009 Version - Mobilization Plan (Updated June 2011)

Question: Does Mobilization provide backfill on non-scheduled work days (days off)?

Answer: No, backfill only applies to regularly scheduled shifts.

Question: When does the backfill time period end?

Answer: When the firefighter tasked to a Mobilization returns back home, the eligibility period ends.

Returning Mobilized Firefighter who has been “Backfilled”: When required to comply with local minimum staffing requirements, the overtime premium costs of a replacement firefighter filling for a firefighter tasked to a state fire mobilization are reimbursable (see above). When the mobilized firefighter arrives back home, eligibility ends for any cost reimbursement (1) for that firefighter and (2) for the backfilling replacement firefighter. If the mobilized firefighter arrives home during his/her regular work shift, the expectation is that he/she will report for and return to work.

If the home fire agency chooses to allow the returning firefighter to go home (i.e., to his/her personal residence), rather than to return to work, it does so at its own expense and is not reimbursable.

Total Cost of Compensation (TCC): All personnel claims submitted (except for contractors) are required to utilize the TCC method. TCC compensates for a regular hourly wage plus benefits.

Life insurance, Medical, Dental, Employee Assistance Programs and Disability Insurance is all included in the Medical/Dental Section and is applied only to the regular hour rate. While the overtime base rate may be 1.5 times more than the regular time, once benefits are added, this is no longer a true statement. Overtime TCC should always be less than 1.5 times the regular TCC rate. **See Forms – Appendix M**

Total Cost of Compensation				
	Regular Rate	Overtime Rate		
Base Hourly Rate:	\$ 24.00	\$ 36.00	Regular Rate without benefits. Overtime is 1.5 times the Regular Rate.	
Social Security:	\$ 1.49	\$ 2.24	Social Security 6.2%;	Should be similar to: \$ 1.49
Medicare:	\$ 0.35	\$ 0.53	Medicare 1.45%;	Should be similar to: \$ 0.35
LEOFF/PERS:	\$ 2.12	\$ 3.18	LEOFF 2: 8.83%; PERS 1: 6.0%; PERS 2: 5.45%; PSES 2: 6.57%	
L&I Insurance:	\$ 0.31	\$ 0.31	L&I Insurance - Rate is the same for Regular Hours and Overtime Hours.	
Medical/Dental Insurance:	\$ 4.15		Insurance is based on Regular Hours worked in a month. N/A to Overtime.	
Total:	\$ 32.42	\$ 42.25		

2009 Version - Mobilization Plan (Updated June 2011)

Personnel Compensated by Either WSP or Home Agency

Travel time: (both ways) between the home fire agency (departure point) and the incident will be documented on a Crew Time Report (CTR). In those cases of extra-ordinary travel time a CTR will be completed documenting the extra time (including the reason), signed by home unit Chief, and forwarded to the Mobilization Section for processing. Responding personnel are eligible for 2 hour of muster time and 1 hour to place the equipment back into service upon arriving at the home unit (see example below).

Non-Compensable Time: Time when an individual is not on assigned duty and free to leave the area, which may include eating and sleeping periods.

1. Time required for vehicle/equipment servicing or maintenance.
2. Crew change travel time (either direction.)
3. Out-of-Service time (i.e., unit decommissioned or broken down), if crew was reassigned, it must be documented on the Crew Time Report (see example below)
4. Daily briefings - Only the Strike Team/Task Force Leader will be compensated for attending.

Muster/Travel Time Example

[illegible]

Extra Ordinary Travel Example

[illegible]

Section 17 Personnel Compensation

2009 Version - Mobilization Plan (Updated June 2011)

Work Rest and Length of Assignment, Initial and Extended Attack: Within the initial 48-hour period, for initial attack and extended attack operations, work and rest periods may vary in length. Full 2:1 work to rest ratio must be accomplished. This requires a minimum of 16 hours rest spread over the next 48 hours.

Shifts exceeding 16 hours, including travel time, shall be approved in writing by the Incident Commander. Mitigation measures shall be employed to achieve compliance with 2:1 work to rest ratio policies.

Personnel – Crew Change

When accepting a dispatch to a Mobilization event, resources are required to stay until demobilized. If an agency wishes to replace a crew after 72 hours assigned to an incident it may do so; however only the following cost will be reimbursed:

- Cost of providing transportation for the crews to and from the event is reimbursable:
 - Driver's time (roundtrip) unless one of the crew members is changing out;
 - Mileage cost (roundtrip).
- No time is allowed for any of the changing crewmembers.

Travel Time Compensated						
	Response to Event	Crew Change #1		Crew Change # 2		Demobilization from Event
	Travel In	Travel In	Travel Out	Travel In	Travel Out	Travel Out
Crew # 1	Yes		No			
Crew # 2		No			No	
Driver for Change #1		Yes	Yes			
Mileage		Yes	Yes			
Crew # 3				No		Yes
Driver for Change # 2				Yes	Yes	
Mileage				Yes	Yes	

Question: What does being paid only one-way-in, one-way-out mean?

Answer: The Plan does not compensate for changing personnel. One-way-in, One-way-out means just that. In the example above, Crew # 1 (initial response crew) is paid for travel time from home to event (One-way-in). Crew # 2 is not compensated for travel to or from the event. Crew # 3 is compensated only for travel time home from event (One-way-out). The only personnel compensated are the drivers.

Travel by Ferry for Personnel

For those resources that use a ferry to travel either to or from a Mobe deployment, the compensable hours will be calculated as such.

For those traveling to an island where the ferry is the only option:

Travel time is calculated at the mileage from home agency to incident divided by 45 mph + 1 hour for personnel only to allow for waiting time and time on ferry.

For those travelling to Kitsap County or Olympic Peninsula and taking the ferry as an alternate route:

Travel time is calculated at the mileage from home agency to incident divided by 45 mph. There is no additional personnel compensation for riding on the ferry or waiting for the ferry.

If the ferry is faster than the hours credited, there will be no deduction of hours; however, if the ferry is slower there will be no additional credit of hours.

In either situation the ferry toll is not a reimbursable Mobilization cost.

Incident Management Team Personnel

Personnel assigned to an Incident Management Team are to be compensated consistent with the guidelines described in Section 14.

Incident Time Off

Any incident personnel may request non-compensated time off from the incident during unassigned time, subject to the approval of the Incident Commander. The compensable time reported for the incident shall specifically indicate any such time off, and it shall not be compensable or reimbursable as an agency cost.

Support Personnel

Fire agency costs for personnel working in a support role specific to the state fire mobilization effort, such as personnel responsible for coordinating the state mobilization effort for their jurisdiction (i.e., Regional Coordinators), are reimbursable provided such costs are above and beyond normal and usual fire agency cost. This does not include administrative support when calculating billing or reimbursement issues, or local and county coordinators.

Incident Support Personnel

Those jurisdictions providing resources are not to send support personnel (i.e., paramedics or mechanics) with ordered resources. They will not be eligible for cost reimbursement, nor will they be given resource request numbers. Attempts to obtain resource request numbers for these personnel will be considered prima facie evidence of fraud (**RCW 9A.60**).

Apparatus Eligibility

Only those fire agency apparatus utilized in state mobilization, including structural firefighting units, required support units, and command vehicles will be compensated. Costs of privately owned vehicles are not a fire agency expense and are not eligible for reimbursement.

Intent of Statute

“When available” The statute and the Plan both provide for the mobilization of resources “when available”. If an apparatus or equipment resource must be backfilled, then it is unavailable and is not to be mobilized. “When available” means that there is no requirement to provide fire resources in response to a state mobilization request and that no replacement or backfill apparatus will be provided to a local fire protection jurisdiction that has committed apparatus to a state fire resources mobilization. If a backfill apparatus is requested, the mobilized apparatus will be demobilized and returned as soon as possible; no replacement will be authorized.

Compensation: Apparatus/Equipment

Unlisted Rates: Refer to the Department of Natural Resources for rates of other equipment not listed in the Washington Fire Chiefs Association Rate Schedule. The Finance Section Chief for the Mobilization Incident Management Team shall have the authority to negotiate payment rates for specialized resources, including those with nominally listed (published) rates, provided that such negotiated rates, within reason and with facts in support, are documented and a copy attached to the claim. **See Rates – Appendix N**

Compensable Time (On-Shift) will include reasonable travel from point of hire to the incident and return to the point of hire from the incident upon release; travel between the incident base and assigned work location; and for specifically directed work. Specific work includes, but is not limited to, assigned suppression work, assigned staging and/or readiness, and assigned support activities. Engines will not be compensated for more time than the crew operating the apparatus.

Example:

If a crew has 61 hours of time shown on the Crew Time Reports, the engine will only be compensated for 61 hours even if the Emergency Equipment Shift Tickets show more hours. Consideration will be taken if more than one crew is working at an incident with the same apparatus.

Exceptions:

- If equipment is brought, or self dispatched, to the fire made available and subsequently hired, none of the travel to the incident and return is allowed. Daily travel will be reimbursed.
- Equipment that fails the pre-use inspection and is not in a safe and operable condition will not be reimbursed for travel and is not considered under hire.
- Time required for maintenance is not compensable.

Section 18 Apparatus Compensation

2009 Version - Mobilization Plan (Updated June 2011)

Time Keeping: Equipment use shall be recorded by time unit personnel as follows.

Hourly Rate – to the nearest quarter-hour

Mileage Rate – nearest mile

Travel Time: Travel time is calculated at the mileage from home agency to incident divided by 45 mph. Computer programs such as Map Point (or other similar mapping program) will be used to determine mileage. This calculation takes into consideration rest breaks and fueling. Excessive travel, unless otherwise documented will not be eligible for reimbursement.

Travel time home is calculated in the same manner.

Travel by Ferry for Equipment:

For those resources that use a ferry to travel either to or from a Mobe deployment, the compensable hours will be calculated as such.

For those traveling to an island where the ferry is the only option:

Travel time is calculated at the mileage from home agency to incident divided by 45 mph. No additional equipment compensation allowed for waiting time and time on ferry.

For those travelling to Kitsap County or Olympic Peninsula and taking the ferry as an alternate route:

Travel time is calculated at the mileage from home agency to incident divided by 45 mph. There is no additional personnel compensation for riding on the ferry or waiting for the ferry.

If the ferry is faster than the hours credited, there will be no deduction of hours; however, if the ferry is slower there will be no additional credit of hours.

In either situation the ferry toll is not a reimbursable Mobilization cost

Wet Rate

All apparatus and equipment are paid as a “wet rate”. A wet rate is inclusive of all fuel, oil, maintenance, repair, insurance, and incidental cost (example ferry transportation and bridge tolls). These costs are paid by the owner and are not reimbursable.

Equipment/Apparatus hired will be used on: unimproved roads, steep, hilly, rocky terrain, and subject to extreme heat, dust, and smoky conditions.

Paid As Ordered

Units are paid based on the resource order. If a unit has the ability to operate in an upgraded capacity, and the assignment requires the unit to operate in the upgraded capacity, the unit will be compensated at the appropriate rate and the resource order will need to be revised.

Decommissioned (Out-of-Service) Units

The Ground Support Unit will coordinate and provide for the inspection of all state mobilized apparatus, which is to be scheduled for the first non-working period so that resource deployment will not be delayed.

Decommissioned units are out-of-service. Out-of-service apparatus are not eligible for any incident assignments or state mobilization payment until repaired and accepted by the Ground Support Unit. Personnel assigned to that unit are not eligible for compensation unless reassigned. Only an Incident Commander may overrule an out-of-service order issued by the Ground Support Unit.

Mileage and Daily Rate

Vehicles used for transportation to and from a mobilization event will be paid at the Washington Fire Chiefs Association Rate Schedule or for personally owned vehicles it will be at the published U.S. General Services Administration mileage rate. Vehicles used for transportation on the incident will be paid a daily rate or rate per mile, whichever is higher depending upon the type of vehicle.

Those resources ordered for overhead line positions shall have their own vehicle meeting the criteria of a command vehicle and cannot be placed as a crew member on an engine or tender.

Example:

A Strike Team Leader drives an SUV to an incident. He drives the miles as indicated on the Emergency Equipment Shift Ticket.

EMERGENCY EQUIPMENT SHIFT TICKET						
<small>NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.</small>						
1. AGREEMENT NUMBER			2. CONTRACTOR (name)			
3. INCIDENT OR PROJECT NAME		4. INCIDENT NUMBER		5. OPERATOR (name)		
6. EQUIPMENT MAKE		7. EQUIPMENT MODEL		8. OPERATOR FURNISHED BY <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT		
9. SERIAL NUMBER		10. LICENSE NUMBER		11. OPERATING SUPPLIES FURNISHED BY <input type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)		
12. DATE MO/DAY/YR	13. EQUIPMENT USE			14. REMARKS (released, down time and cause, problems, etc.)		
	START	STOP	WORK HOURS/DAYS/MILES (circle one) SPECIAL			
8/1/05			100 miles	15. EQUIPMENT STATUS <input type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor		
8/2/05			10 miles			
8/3/05			75 miles			
8/4/05			20 miles			
8/5/05			100 miles			
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE			18. GOVERNMENT OFFICER'S SIGNATURE		19. DATE SIGNED	
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE			18. GOVERNMENT OFFICER'S SIGNATURE		19. DATE SIGNED	

Section 18 Apparatus Compensation

2009 Version - Mobilization Plan (Updated June 2011)

The payment for this vehicle would be as follows:

Day	Miles	Rate	Subtotal	Guarantee
August 1, 2005	100	\$ 0.375	\$ 37.50	\$ -
August 2, 2005	10	\$ 0.375	\$ -	\$ 22.00
August 3, 2005	75	\$ 0.375	\$ 28.13	
August 4, 2005	20	\$ 0.375	\$ -	\$ 22.00
August 5, 2005	100	\$ 0.375	\$ 37.50	\$ -
	305		\$ 103.13	\$ 44.00

Note that on August 2 and August 4, 2005, the daily rate exceeds the mileage rate. The higher (daily) rate is then paid.

Question: *Can I be an STL or TFL assigned to an engine without my own vehicle?*

Answer: *No, you should only accept the assignment if you have your own transportation.*

Mechanical Failure

The cost of mechanical or other physical damage repair is deemed to be included within the cost of the "wet rate" paid for apparatus. There is no reimbursement for these costs.

Examples:

- Mechanical breakdowns, including major items (e.g., motor, transmission, differential).
- Body damage, minor (e.g., scratched paint from brush and trees, or damage sustained running through fences) or major (e.g., body and fender damage).
- Cost incurred due to incidental loss or damage to apparatus, equipment, or personal property are not reimbursable.
- Cost of temporary replacement for lost or damaged apparatus, equipment, or personal property (e.g., rental expense) while permanent repairs or replacement are being pursued is not reimbursable.

Fuel/Oil/Maintenance Cost

Fuel, oil, and maintenance costs that are charged to state mobilization by units at the incident will have those cost deducted from the units' payment.

Section 18 Apparatus Compensation

2009 Version - Mobilization Plan (Updated June 2011)

Compensable Time – Minimum Guarantee Engines

For engines, a minimum of 5 hours of “working” time will be paid per 24-hour period for firefighting apparatus, even if actual hours worked (assigned) is less, provided that the apparatus is in service (response ready). This minimum “working” time provision does not apply to travel days to or from the incident. Out of Service (OOS) engines will not be eligible for this compensation.

Date	22	23	24	Example This is an example where the five hour minimum is met for the 23 rd . The 22 nd and 24 th were travel days. The engine would be paid for 15 hours.
Hours	2	5	8	
Description	Travel to fire 1200 to 1400	Unassigned	Assigned @ 0600 and work until 1200 and 2 hours travel home	

Compensable Time – Minimum Guarantee – Mechanics

Guarantee is based on the mechanic, helper, and work truck being hired together for an incident. If the total time they are used is less than five hours, they will be paid at the guarantee rate. This applies only to mechanics/works trucks ordered by mobilization.

Rental Vehicles

Those persons called to respond as a Division Group Supervisor or Strike Team Leader who does not have an agency owned vehicle available, may rent a vehicle to utilize on an incident. This requires:

1. Pre-authorization from the State Fire Marshal’s Office prior to renting.
2. The vehicle is rented under the home agency’s name.
 - a. Agency responsible for:
 - i. Driver’s actions.
 - ii. Tickets incurred (criminal or traffic).
3. The home agency pays the initial cost of the vehicle rental.
 - a. Reimbursement sought after the incident.
4. Fuel costs are reimbursed.
 - a. Dated fuel receipts required for reimbursement.

Vehicle rentals will be the exception when responding to a mobilization event.

This Page Intentionally Left Blank

Supplies

Non-expendable supplies checked out from the incident supply unit must be returned prior to final demobilization and departure. The cost of supplies not returned, and for which there is no documentation attesting to fire loss, transfer, or other disposition, will be deducted from the unit payment.

Other expenses may be authorized for reimbursement on a case-by-case basis. Such other expenses must be approved by the WSP, Fire Protection Bureau prior to the cost being incurred.

Telephone Charges

Allowable (reimbursable) telephone expenses include those calls made during the mobilization for incident business only. These calls would normally be made by members of an Incident Management Team, Strike Team Leaders, and Single Resource Bosses. Calls must be reasonable and prudent, limited calls between state mobilization resources and their home agency, e.g., brief daily status update (maximum 10 minutes per day). No personal use is reimbursable.

Claims must be submitted with all charges. Mobilization will reimburse only those minutes used per phone call, not the cost of the monthly service or special features. No special billings may be used in support of these costs. (Note: "special billing" charges the calls to State Mobilization.

No equipment resource order number will be issued for telephones other than installation at a camp. Cellular phones will use the Overhead or Equipment resource order number.

Travel

Time spent traveling from home agency to an event and back is considered compensable time. Costs incurred while traveling may also be compensable. These are:

- **Per Diem**

Resources may be expected to be self-sufficient for up to 72 hours depending on the conditions of the Incident. Per diem cannot be claimed during the initial 24 hour time period unless:

- Travel will be in excess of 6 hours and out of your home jurisdiction, or
- Otherwise approved by the State Fire Marshal's Office or Incident Commander.

After 24 hours, resources may submit per diem claims only for those meals that are not available at camp. The following guidelines apply:

- Paid in accordance with Washington State Office of Financial Management (OFM) rates (www.ofm.wa.gov/resources/travel/colormap.pdf).
- Reimbursed for actual per diem expenses (receipts required). May not exceed OFM rates.

Section 19 Other Mobilization Costs

2009 Version - Mobilization Plan (Updated June 2011)

- For travel home in excess of 6 hours, if sack lunches are provided, per diem claims will not be allowed.
- **Personnel Accommodations**
 - Established camp accommodations for housing, feeding, and support of state mobilized personnel shall be used when provided.
 - Alternate accommodations may be utilized at the expense of the user. The costs for alternative accommodations are not reimbursable.

Other Expenses

Other expenses may be authorized for reimbursement on a case-by-case basis. Such other expenses must be approved by the WSP, Fire Protection Bureau prior to the costs being incurred.

Contracts

Only the Finance Section Chief for the fire mobilization Incident Management Team, the Regional Coordinator, and State Fire Marshal shall have the authority to negotiate and enter into a payment arrangement for facilities, meals, and other costs associated with the incident.

Emergency Purchases

Purchases made in response to unforeseen circumstances beyond the control of an agency which present a real, immediate, and extreme threat to the proper performance of essential functions and/or may be reasonably expected to result in excessive loss or damage to property, bodily injury, or loss of life.

If goods or services are obtained for a Mobilization incident and the cost will exceed \$3,000, the State Fire Marshal's Office needs to be notified as soon as possible.

Compliance with the following procedures in the event of personal injury to any personnel mobilized under the *Mobilization Plan* is required.

Notice of Injury to Medical Unit

The Medical Unit is to be advised of any injury immediately. The Medical Unit will provide or arrange for the care of the injured person.

Incident Report

The injury must be immediately reported to the on-scene Division Supervisor or higher officer so that the circumstances can be confirmed and a record made. This report, supported by the record in the unit log and supplemented by the report of the Medical Unit, is required for the support of any claims made. Utilize the Personal Injury Notice. ***See Forms – Appendix M***

Insurance Coverage

Injuries sustained while in the employ of the Washington State Patrol, Fire Protection Bureau are covered under the Washington State Labor and Industries (L&I) insurance laws. Injuries sustained while in the employ of the home fire service agency are covered under the benefit programs provided by that agency.

Personnel Compensated by the Washington State Patrol:

Injury Report to Washington State Patrol

Immediately upon an employee of the Washington State Patrol, Fire Protection Bureau sustaining an injury, the Incident Management Team shall take the following actions:

1. Report the injury, within 24 hours, to the Washington State Patrol, Fire Protection Bureau at the State Emergency Operations Center: **(253) 912-4932**.
2. Complete and fax **(253-512-7234)** to the Washington State Patrol, Fire Protection Bureau, as soon as possible after the injury occurs, the following:
 - Personal Injury Notice. ***See Forms – Appendix M***
 - Medical Unit Report.
 - Emergency Firefighter Time Report (Optional Form 288).
3. If the injured person is taken to a hospital or other medical facility, advise the facility that it is an on-the-job injury covered by Washington State L&I and complete the L&I claim form (to be provided by the medical facility). The employer name and address to be listed on this form is:

**Washington State Patrol, Fire Protection Bureau
PO Box 42600
Olympia WA 98504**

Personnel Reimbursed by Home Agency: Injury Report to Home Fire Service Agency

The following actions need to be taken immediately upon an employee of any fire service agency sustaining an injury:

1. Report the injury, within 24 hours, to the home fire service agency.
2. Complete and fax to the home fire service agency, within 24 hours after the injury occurs, the following:
 - Personal Injury Notice (**See Forms – Appendix M**).
 - Medical Unit Report.
 - Emergency Firefighter Time Report (Optional Form 288).
3. If the injured person is taken to a hospital or other medical facility, advise the facility that it is an on-the-job injury covered by Washington State L&I (except LEOFF Plan 1 members) and complete the L&I claim form (to be provided by the medical facility). The employer name and address to be listed on this form is that of the home fire service agency.

Report to Home Fire Service Agency

A full report of any reportable firefighter injury, including incident history, cause of injury, and action taken, shall be made to the home fire agency.

Person's Seeking Treatment:

Those personnel who seek medical attention for a work related injury that occurred at a Mobilization incident must inform the Health Care Provider that this is a work related injury.

The Health Care Provider is then responsible for assisting the worker with the filing of their Labor and Industries claim form called "Report of Industrial Injury or Occupational Disease" (ROA).

For those personnel being reimbursed by the Washington State Patrol, use the information below to complete the employer's information:

Claims Manager – Human Resources Division
Washington State Patrol
PO Box 42620
Olympia, WA 98504-2620

For those personnel being reimbursed by your home agency, complete the employer portion of the form with your home agency information.

Section 20
Reimbursement of Cost Incurred - Personal Injury
2009 Version - Mobilization Plan

While at the Health Care Provider's office, workers should be given the worker's portion of the Report of Industrial Injury or Occupational Disease (ROA) to complete as well as a copy to take home. This portion will have your Labor and Industries Claim Number. A copy of this form needs to be attached to the Mobilization "Injury/Exposure Report" form and left at the Mobilization Incident.

The provider then mails the employer's portion to Washington State Patrol – Human Resources Division. The Human Resources Division is the only department authorized to complete the employer's portion of the ROA. If the ROA and Injury/Exposure Report are not submitted there is a chance your claim will be initially denied.

Washington State law (RCW 51.28.010) requires that an employee immediately report any on-the-job injury to his or her employer. Under the Mobilization Plan, this report must be made to the Incident Management Team in charge of the Mobilization.

This Page Intentionally Left Blank

Submittal of Claims

Claims must be submitted to the Washington State Patrol, Mobilization Section within 45 days of the end of the mobilization.

Exceptions: (i.e., late claims) will be reviewed on a case by case basis.

Agencies or persons with claims that may exceed the 45-day period need to submit a written request for exception with a detailed explanation for the exception.

Claim Forms

Claims for expenses and reimbursement of costs incurred under state fire services mobilization are to be made utilizing the state mobilization forms. **See Forms – Appendix M**

Exceptions: The Incident Finance Section will create the payment records for all apparatus and volunteer personnel. No agency records or expense claims are to be prepared for these.

Records

Accurate time and activity records for all units and personnel are required to be maintained by the unit leader, Strike Team or Task Force Leader. Unit time records for equipment and personnel must be submitted to the Incident Time Unit daily. Completed unit logs must be submitted to the Demobilization Unit prior to departure from the incident.

Limitation of Claims

The cost of apparatus or equipment repair or replacement due to loss or damage as a direct result of state mobilization activity will be paid, provided that such loss or damage was not caused by the willful misconduct, negligence, or bad faith of the claimant. The only costs that are reimbursable under this provision are for physical loss or damage caused directly by the dynamics of the emergency event or direct firefighting activity.

Examples:

- Losses incurred due to a “cut and run” order.
- Physical damage caused by falling debris from the fire.

Appeal of Denied Claims

Notification of a claim denial will be made in writing upon review by the Mobilization Section. A denial of payment of costs may be appealed in writing to the Regional Fire Resource Coordinator within 30 days of the notice of the denial. The Regional Fire Resource Coordinator will seek to determine the facts of the claim and resolve the appeal. If resolution cannot be reached, the Regional Fire Resource Coordinator will take the appeal to the State Fire Defense Committee for review and recommendation.

Review of Appeal

The State Fire Defense Committee will review appeals within 90 days of receipt and may request additional information as needed for review. After review, the State Fire Defense Committee will make a recommendation to the Chief of the Washington State Patrol for disposition.

Decision on Appeal

The Chief of the Washington State Patrol will receive the State Fire Defense Committee's recommendation and within 30 days of receipt make a determination on the appeal. The claimant will be advised in writing of the decision by the Chief of the Washington State Patrol.

Audit

All claims for expenses and reimbursement of costs incurred are subject to audit. Audit of personnel may call for, and the local jurisdiction making the claim shall provide, all records necessary to conclusively show that actual payments were made for which reimbursement is claimed.

Claims determined to be fraudulent will be denied and the agency/personnel may be prohibited from future participation.

Audit Teams

After a mobilization event, a Payment Team may be assembled within a proximity to the event. The team will audit all claims, processing volunteer firefighters and all equipment claims so they can be submitted for payment by the Washington State Patrol.

The size of the team will depend on the size of the event. The pool will be comprised of personnel from the Washington Fire Service, local, and state agencies. The pool will consist of experienced and qualified timekeepers or persons with a background in Mobilization claims. At minimum, members should have taken S-260 and S-261.

Apparatus and Equipment Loss or Damage

Apparatus and equipment loss or damage for which any reimbursement of cost may be sought is required to be reported to the on-scene Division Supervisor or higher officer when the loss or damage is incurred so that the circumstances can be confirmed and a record made.

See Forms – Appendix M

This loss or damage reported, supported by the record in the unit log, is required for the support of any claims made.

Claims for Reimbursement: Claims for reimbursement of cost for apparatus or equipment loss or damage must be:

- Submitted on Loss/Damaged Equipment Form.
- Accompanied by:
 - Copy of the investigation.
 - Invoice copies showing the actual cost incurred.

Damage Caused by Suppression/Incident Control Efforts

The Incident Management Team is responsible for tracking any damages caused by personnel or equipment assigned to the incident regardless of the cause. This information will be provided daily to the SFMO representative at the incident.

The IMT will document the following:

- Location of the damage (Address and GPS coordinates)
- Owner information
 - Identify if real or personal property
 - Name of owner
 - Phone number
 - Address (of property and mailing)
- What was damaged and the extent
 - Be descriptive and include measurements if needed
- Estimated loss value
- Mitigation efforts done by the IMT – coordinate with SFMO representative
 - (i.e., reset fence post or replace yard hydrant)
- Witness information
- Name of person causing the damage
 - How was the damage caused (i.e., retardant drop)
- Investigative report
 - Unit Logs
 - Damage forms
 - Photographs
- Photographs

This Page Intentionally Left Blank

Liability and Indemnification Provisions

As provided in **RCW 43.43.962**, the Plan shall be consistent with, and made a part of, the Washington State Comprehensive Emergency Management Plan. Thus, state fire services mobilization under Chapter 43.43 RCW should be considered part of the state's emergency management program under Chapter 38.52 RCW, and subject to that chapter's liability and indemnification provisions.

As such, **RCW 38.52.180(2)** provides, in relevant part, as follows: All legal liability for damage to property or injury or death to persons (except an emergency worker, regularly enrolled and acting as such), caused by acts done, or attempted, under the color of this chapter in a bona fide attempt to comply therewith shall be the obligation of the state of Washington. Suits may be instituted and maintained against the state for the enforcement of such liability, or for the indemnification of persons appointed and regularly enrolled as emergency workers while actually engaged in emergency management duties, or as members of any agency of the state or political subdivision thereof engaged in emergency management activity...PROVIDED, that the foregoing shall not be construed to result in indemnification in any case of willful misconduct, gross negligence, or bad faith on the part of any agency of emergency management....

This Page Intentionally Left Blank

State Mobilization Plan Review and Amendment

The State Fire Defense Committee will review and debrief state mobilization actions and develop recommendations for improvements to this Plan.

The development of state mobilization and reimbursement procedures for the efficient movement and equitable reimbursement of firefighting resources statewide is a dynamic process. Additional lessons gained from the experience of actual mobilizations of fire resources to major emergency incidents of all types will prompt future revisions and refinements to this Plan.

Regional Plans

As required by **RCW 43.43.960(7)**, each Fire Defense Region will develop a Regional Fire Defense Plan that is consistent with the Plan, the incident command system (NIMS ICS), and other regional response plans that are already adopted and in use.

See Regional Fire Defense Plan Review and Update Schedule – Appendix F

The State Fire Defense Committee will review and approve all Regional Fire Defense Plans every three years per the rotation schedule shown below. At the September meeting of the State Fire Defense Committee, the three regions scheduled for plan review will submit a copy of their respective plan along with a completed copy of the Regional Fire Defense Plan Review Checklist. ***See Regional Fire Defense Plan Review and Update Schedule – Appendix F***

Representatives of the State Fire Defense Committee, to include a Regional Fire Resource Coordinator, EMD, and WSP, will review the submitted plans in accordance with the Regional Fire Defense Plan Review Checklist. This review committee will present the reviewed plan for approval at the November meeting of the State Fire Defense Committee. The Chair of the State Fire Defense Committee will submit the approved Regional Fire Defense Plans to the Fire Protection Policy Board for final approval in accordance with **RCW 43.43.960**.

A copy of each approved Regional Fire Defense Plan shall be provided to the Emergency Management Division for accessibility by state agency staff in the State EOC.

Training

The Plan and related procedures serve as the major training tools for developing knowledge of how state fire resources mobilization will occur in Washington State. The State Fire Defense Committee will develop appropriate training to support the Plan.

This Page Intentionally Left Blank